Australian Government Recordkeeping Metadata Standard (AGRkMS)

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Version 2.2

Australian Government

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DIGITAL TRANSITION

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- Department of Innovation, Industry, Science and Research
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- Public Record Office Victoria
- Queensland State Archives
- State Records Authority of NSW
- Monash University School of Information Technology.

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VERSION HISTORY

Version	Date	Changes
2.2	June 2015	Added new property, Property 26 Dissemination Limiting Markers and related Appendix D23: Protective Security Policy Framework Dissemination Limiting Markers (DLMs). Updated Properties, 9 Security Classification10 Security Caveat D8: Protective Security Policy Framework Security Classifications D9: Protective Security Policy Framework Caveat CategoriesD10: Protective Security Policy Framework Security Clearances.
2.1	July 2011	Referenced standards updated to current versions. Minor typographical corrections. Minor additional explanatory text in Appendix D. Release under Creative Commons licence.
2.0	July 2008	Complete revision of Recordkeeping Metadata Standard for Commonwealth Agencies Version 1.0.

Contents

PART 1: BACKGROUND

INTRODUCTION

The Australian Standard on Records Management, AS ISO 15489, defines recordkeeping metadata as:

- Data describing context, content and structure of records and their management through time.[1]

The National Archives of Australia further defines recordkeeping metadata as:

- Structured or semi-structured information that enables the creation, management **and use of records through time and across domains. Recordkeeping metadata can** be used to identify, authenticate and contextualise records and the people, processes and systems that create, manage, maintain and use them.[2]

The *Australian Government Recordkeeping Metadata Standard Version 2.2* (AGRkMS) describes information about records and the contexts in which they are captured and used. This is information that the National Archives recommends be captured in business systems used by Australian Government agencies to create and capture records. The standard is compliant with the Australian Standards on Records Management (AS ISO 15489) and Metadata for Records (AS ISO 23081).

This standard is a completely revised edition of the *Recordkeeping Metadata Standard for Commonwealth Agencies Version 1.0,* which was published by the National Archives in 1999. It is designed, like the previous version, to be used as a reference tool by agency corporate and records managers, IT personnel and software vendors involved in the design, selection and implementation of electronic records management and business systems.

The new standard differs from the previous standard in that it is based on a multiple-entity model, allowing for the description of five separate entities: Record, Agent, Business, Mandate and Relationship. It defines a basic set of 26 metadata properties and an additional 44 sub-properties that may be used to describe these entities.

The multiple-entity model is derived from that presented in the Australian Standard on Information and Documentation – Records Management Processes – Metadata for Records, AS ISO 23081, depicting the main recordkeeping metadata types and their relationships.[3] The multiple-entity model is explained in Section 4.1.

To assist agencies that have already implemented records management metadata in their systems, a mapping from the 1999 standard to this new standard is included at Appendix A. The Implementation Guidelines, a companion to this standard, explain how the metadata properties and sub-properties should be applied and implemented within the Australian Government.

While this standard is designed primarily for use in electronic records management and business systems, many of its concepts are also applicable to traditional paper-based or hybrid records management environments still in use by agencies. It should be regarded as a basic foundation on which agencies can build any of their additional specialised recordkeeping requirements.

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1 AS ISO 15489.1:2002, 'Records Management – Part 1: General'.

2 Definition adapted from D Wallace, 'Archiving Metadata Forum: Report from the Recordkeeping Metadata Working Meeting, June 2000', *Archival Science*, vol. 1, no. 3, 2001.

3 AS ISO 23081.1:2006, 'Information and Documentation – Records Management Processes – Metadata for Records – Part 1: Principles'.

1. EVOLUTION OF THE STANDARD

At the time of the release of the 1999 standard, work was underway in the Australian recordkeeping community to define a high-level framework for specifying, mapping and standardising recordkeeping metadata. The SPIRT Recordkeeping Metadata Project, led by Monash University, developed the first multiple-entity approach to recordkeeping metadata. The National Archives was an industry partner in this project. The outcomes of the SPIRT Project were published online in 2000.[4]

The National Archives released its standard in 1999, prior to the conclusion of the SPIRT Project, because of the clear requirement for a recordkeeping metadata standard to guide Australian Government agencies and vendors in the development of electronic records management systems. The 1999 standard was consistent with, but more specific than, the SPIRT framework, and the intention was always to release further versions of the standard as multiple-entity approaches matured.

Since 2000, there has been continuing recordkeeping metadata work in both the ISO and Standards Australia communities. This work, in which the National Archives is involved, has resulted in the two AS ISO 23081 standards on Metadata for Records – Principles[5] and Metadata for Records – Conceptual and Implementation Issues.[6] These AS ISO standards are based on the multiple-entity approach. They have strongly influenced the development of this new version of the National Archives' standard.

In addition, the NSW, South Australian and Queensland jurisdictions have released multiple-entity recordkeeping metadata standards – New South Wales in 2000,[7] South Australia in 2003 (with a number of new versions since that time),[8] and Queensland in 2008.[9] All these standards are based on the SPIRT Project's three-entity model approach.

This increasing convergence of approaches to recordkeeping metadata in Australia, now reinforced by the AS ISO 23081 standards, makes it clear that future work on such standards needs to be far more collaborative across the different jurisdictions. This new standard, developed in collaboration with Archives New Zealand, is intended as the first step in that direction.

2. PURPOSE AND BENEFITS OF STANDARDISED METADATA

The new standard sets out the type of information that agencies should capture in a structured way to describe the identity, authenticity, content, structure, context and essential management requirements of records. Such descriptive information will ensure that reliable, meaningful and accessible records that satisfy business needs, evidential requirements and broader community expectations are kept.

Australian Government agencies are required to carry out their business in an accountable, equitable and efficient manner. Good recordkeeping is an essential requirement for efficient government administration and democratic accountability. It is the basis for establishing and

4 Records Continuum Research Group, Monash University, *Recordkeeping Metadata Project – Deliverables*, 2000, http://www.sims.monash.edu.au/research/rcrg/research/spirt/deliverables.html.

5 AS ISO 23081.1:2006, 'Information and Documentation – Records Management Processes – Metadata for Records – Part 1: Principles'.

6 ISO/TS 23081–2:2007, 'Information and Documentation – Records Management Processes – Metadata for Records – Part 2: Conceptual and Implementation Issues'.

7 State Records Authority of NSW, *NSW Recordkeeping Metadata Standard*, 2000, http://www.records.nsw.gov.au/recordkeeping/nsw_recordkeeping_metadata_standard_4614.asp

8 State Records of South Australia, *South Australian Recordkeeping Metadata Standard*, 2003, http://www.archives.sa.gov.au/files/management_standard_metadata.pdf.

9 Queensland State Archives, *Queensland Recordkeeping Metadata Standard and Guideline*, 2008, http://www.archives.qld.gov.au/downloads/QRKMS.pdf.

maintaining documentary evidence of government activities, and helps agencies manage and preserve corporate memory for short and long-term purposes.

Government online access and service delivery initiatives, such as those presented in the Australian Government Information Management Office (AGIMO) *2006 e-Government Strategy*,[10] and the importance of electronic commerce provide added impetus for agencies to implement systems with reliable records management functionality. Such functionality ensures that agency records:

- can be proven to be genuine;
- are accurate and can be trusted;
- are complete and unaltered;
- are secure from unauthorised access, alteration and deletion;
- are findable and readable; and
- are related to other relevant records.

Agencies need to create and keep not only information about what transactions they have carried out via electronic means but also evidence, in the form of records, that captures the content and context of these activities. This evidence therefore needs to document what transaction occurred, when it occurred, its location, the identity of the participants, its relationship to the business process for which it serves as evidence, and links to broader mandates governing the business of which it is part.

While in the traditional paper recordkeeping environment these requirements are accepted and built into a records management system, the electronic environment makes it necessary to think anew about strategies to adopt to ensure records have the same degree of reliability, authenticity and useability as paper records. In short, electronic recordkeeping systems are metadata systems, and metadata is vital to any good recordkeeping system.

Many business systems used in Australian Government agencies also create and keep records that document the activities of the agency. Developers of such business systems have been slow to incorporate adequate records management functionality, including metadata capabilities, into their systems. However, this situation is improving.

Just as with dedicated recordkeeping systems, metadata is an essential underpinning of business systems. As such, metadata must be considered when agencies are designing or assessing business systems.

Adoption of this standard as a common descriptive standard for recordkeeping will benefit Australian Government agencies by helping them fulfil a range of records management responsibilities. Implementation will:

- ensure that adequate contextual information about business processes and transactions is recorded and linked to the relevant records;
- assist the discovery and retrieval of records through the application of controlled vocabularies, encoding schemes and other standardised descriptive schema;
- control access to records by nominating, at creation, the security or legal status of records or any other caveats on their retention or use;

10 Australian Government Information Management Office, *2006 e-Government Strategy, Responsive Government: A New Service Agenda*, 2006, http://www.finance.gov.au/publications/2006-e-government-strategy/index.html.

- facilitate access to, and transfer of, records between agencies when functional responsibilities change;
- reduce the risk of unauthorised access to, or fraudulent use of, records;
- enable the legal disposal of records, thereby ensuring that the costs of storing records beyond their administrative use do not escalate;
- ensure that vital records are not lost when new systems are implemented;
- aid planning for data migration and other preservation needs by identifying, in standardised and accessible ways, the software and hardware dependencies of records;
- provide a benchmark for measuring the quality of recordkeeping within and between agencies for auditing and other purposes; and
- enable the efficient electronic incorporation of information about public records into the intellectual control systems and public finding aids of the National Archives.

3. SCOPE AND APPLICATION OF THE STANDARD

This new standard describes the metadata properties that Australian Government agencies should adopt to describe the different entities involved in their business and records management processes. It is designed to describe not only records, but also other entities (agents, business and mandates) that provide necessary context within which records exist and operate, as well as the relationships between them. Adoption of this standard will enable management of, access to and understanding of the records that document an agency's business over time.

This standard describes the minimum metadata necessary to ensure that records remain accessible and usable over time. It also describes some of the metadata needed to manage the preservation of digital records for ongoing agency business needs or when those records are held in a digital archive.

To assist agencies with a business need to implement specific preservation metadata, a mapping is included at Appendix B that shows how the relevant properties in this standard correlate to preservation metadata in the *PREMIS Data Dictionary*.[11]

3.1 Multiple-entity Approach

The standard allows for both multiple-entity and single-entity implementation, depending on the current requirements and system capabilities of an agency. Possible multiple-entity implementations include two entities (Record and Agent), three entities (Record, Agent and Business or Record, Agent and Relationship) and all five entities (full implementation). A single-entity approach to implementation will result in non-Record entities being described as properties of records, similar to the 1999 standard. This is the simplest approach, but does not allow the full benefits of the new multiple-entity approach to be realised.

A multiple-entity approach enables independent and comprehensive descriptions of other entities involved in agency business and recordkeeping processes to be undertaken. Benefits of this approach include:

[11] OCLC, *PREMIS Data Dictionary Version 1.0*, http://www.oclc.org/research/projects/pmwg/. PREMIS is a specialised preservation metadata standard developed by an international working group of experts, including Australian representatives. It provides 'core preservation metadata needed to support the long-term preservation of digital materials'. As this standard is not specifically about preservation, it generally does not map to the lower, more detailed levels of PREMIS. However, the AGRkMS does provide higher-level coverage across a broad range of PREMIS metadata.

- broader applicability across the agency's business;
- potential for reuse of structured descriptive information (within and across different business systems); and
- availability of richer contextual information in understanding previous business actions and decisions.

Agencies should choose the type of implementation (single entity, partial multiple entity or full multiple entity) that best suits their needs. The companion Implementation Guidelines provide detailed guidance on single-entity and different multiple-entity implementations, including examples.

3.2 Relationships and Events

A central component of the multiple-entity approach of this standard is the use of the Relationship entity to describe events that take place. The Relationship entity:

- links two or more related entity instances (for example, a Record Series identified as 'A3525', and owned by an organisation named 'IP Australia', with an organisation named 'National Archives of Australia'); and
- provides information about the event or action in which those entity instances were linked (in the above example, 'owns' and 'transfers').

By using Relationship category types, pre-defined Relationship names, and the Date Range, Description, Related Entity and Change History properties, the Relationship entity can record information about events as they occur.

Further information on the Relationship entity and its properties is provided in Part 2.

Relationship metadata, like other recordkeeping metadata, is intended to be persistent. This means that it should be retained in systems (not over-written), and remain linked to, or stored with, the particular entity to which it relates. Events (relationships) that occur often change the current values of particular metadata properties, so separate histories of the actual events that take place, and the changes to metadata values that result from some events, need to be maintained. The Relationship entity can be used to maintain such event and change histories.

In multiple-entity implementations of this standard, event histories are not limited to records. Where relevant, useful for other business purposes, or necessary to provide broader contextual information about records, event histories can also be maintained for other entities such as Agent (for example, organisations and persons) and Business (for example, functions and activities).

The companion Implementation Guidelines contain detailed guidance on multiple and single-entity implementations, including advice on how to implement relationships, event histories and change histories in each case.

3.3 Use Obligations

The metadata set includes mandatory, conditional and optional metadata properties and sub-properties to use in describing entities. In multiple-entity implementations the mandatory properties must be applied to all relevant entities to ensure that the descriptions are complete, accurate, reliable and useable. Use of conditional properties is dependent on other factors or circumstances. Optional properties enhance entity descriptions, but their use and retention may not be appropriate for all types of descriptions or agency needs.

Some metadata properties in this standard are also designed to be applicable to different **entity aggregations or categories.**

3.4 Schemes

Agencies need to determine and document, at a systems level, those descriptive schemes they use as the source of data values for particular metadata properties. A number of schemes have been defined by the National Archives for specific use with this standard. There are also a number of other external schemes that agencies should use, or consider using, with certain properties/sub-properties. All schemes are listed and described at Appendix D.

3.5 Companion Implementation Guidelines

The companion Implementation Guidelines will assist agencies in applying this standard. They:

- cover both single and multiple-entity implementations;
- include information on minimum requirements;
- provide guidance on the use of each property and sub-property, including examples of their use at different levels of entity aggregation and for different entity categories;
- provide detailed advice on the implementation of the Relationship entity and how it should be used to document events and event histories;
- incorporate a conceptual model, and include logical model support in the form of UML and relational (E-R) models; and
- define recordkeeping metadata subsets for different types of records, including records created in different types of business systems.

4. FEATURES OF THE METADATA SET

Five different entities, as detailed in Table 1 below, can be described using the metadata set.

Table 1: Entity Types

Entity Type Name	Description
Record	Information in any format created, received and maintained as evidence by an organisation or person, in pursuance of legal obligations or in the transaction of business. A record may comprise an electronic or paper-based document or group of aggregated documents. (Adapted from AS ISO 15489.1:2002)
Agent	A corporate entity, organisational element or system, or individual responsible for the performance of some business activity, including actions on records.
Business	A business function, activity or transaction performed by, or assigned to, an organisation or its employees.
Mandate	A source of business requirements, including recordkeeping requirements.
Relationship	An association between two or more entities that has relevance in a business and/or recordkeeping context.

The recordkeeping metadata set consists of 26 properties, eight of which are mandatory for multiple-entity implementations. A further 12 properties are conditional, and their use depends on the type of entity being described and the context in which the entity operates.

The other six properties are optional, and can be used in circumstances where more detailed description is required – for example, in cases involving significant or complex records (particularly those which will be kept for a long time and made available to the public under the *Archives Act 1983*), and records that are sentenced as 'retain as national archives'. In contrast, short-term, simple, ephemeral or less important records may need only the mandatory metadata to be created for them. Such decisions will rest with individual agencies.

Table 2 lists the properties against the entity or entities to which they apply.

Table 2: Properties and Applicable Entities

Property	Obligation for Use	Entity Applicability
0 Entity Type	Conditional (mandatory for multiple-entity implementations)	All
1 Category	Mandatory	All
2 Identifier	Mandatory	All
3 Name	Mandatory	All

Property	Obligation for Use	Entity Applicability
4 Date Range	Mandatory	All
5 Description	Optional	All
6 Related Entity	Mandatory	Relationship
7 Change History	Conditional	Relationship
8 Jurisdiction	Optional	Record, Agent, Business, Mandate
9 Security Classification	Conditional for Record, Mandate Optional for Business	Record, Business, Mandate
10 Security Caveat	Conditional	Record, Mandate
11 Permissions	Conditional	Agent, Business
12 Rights	Conditional	Record
13 Contact	Conditional	Agent
14 Position	Optional	Agent
15 Language	Conditional for Record Optional for Agent	Record, Agent
16 Coverage	Optional	Record, Mandate
17 Keyword	Conditional	Record
18 Disposal	Mandatory	Record
19 Format	Conditional	Record
20 Extent	Mandatory	Record
21 Medium	Conditional	Record
22 Integrity Check	Conditional	Record
23 Location	Conditional	Record
24 Document Form	Optional	Record
25 Precedence	Optional	Record
26 Dissemination Limiting Markers	Conditional for Record, Mandate Optional for Business	Record, Business, Mandate

The properties and their related sub-properties are described in detail in Part 2.

4.1 Flexibility

This standard is designed to apply in a wide variety of systems. It allows for, but does not prescribe, a five-entity implementation. An agency can choose the number of entities to implement. Information on minimum metadata requirements provided in the standard and the Implementation Guidelines enables an agency to determine which implementation best meets its needs, while still providing adequate management of its records.

The standard does not prescribe the order in which agencies apply metadata. Business decisions such as these are part of an agency's particular systems implementation and should be guided by the Australian Standard on Records Management, AS ISO 15489. The Australian Standard on Work Process Analysis for Recordkeeping, AS 5090, provides further guidance on the application of work process analysis specifically for recordkeeping purposes.[12]

Recordkeeping metadata can be taken from a number of sources, and will accumulate over time. Some metadata may already exist and be used for other purposes within business information and records management systems. Many metadata properties can be automatically captured at the point of record (or other entity) creation, while others can be attributed at different times during the life of the record. Such a cumulative approach allows agencies to be flexible about the type and amount of metadata they apply to their records and other entities at different stages.

4.2 Repeatability

Many of the properties and sub-properties defined in this standard can be applied to instances of entities more than once in order to adequately describe their character and roles within agency business and recordkeeping processes. For example, a number of values may be repeated to comprehensively describe an entity's current status, history or relationships with other entities. The technical descriptions in Part 2 indicate which properties and sub-properties are repeatable.

4.3 Extensibility

Individual agencies may add new properties and/or sub-properties to the basic metadata set to suit their particular business and recordkeeping requirements. When implementing the standard, agencies need to make their own assessments about any special requirements they have for capturing additional metadata about their records. The Australian Standard on Records Management, AS ISO 15489.2, provides guidance to agencies on identifying recordkeeping requirements, including analysis of risk factors.

4.4 Interoperability

The adoption of a common metadata standard among agencies, supported by software vendors, will enable government records to be available, accessible and usable over time, irrespective of the agency or system within which they reside at any given time. The capacity of metadata to be transferred between agencies or migrated across systems with minimal manipulation will allow records to function as authoritative evidence of business activities within and between organisational boundaries for as long as they are required.

4.5 Compatibility with the AGLS Metadata Standard (AS 5044)

The Australian Government Recordkeeping Metadata Standard is designed to be consistent with the AGLS Metadata Standard for resource discovery and retrieval. However, because recordkeeping metadata needs to do much more than help users find records, the

12 AS 5090:2003, 'Work Process Analysis for Recordkeeping'.

recordkeeping metadata standard includes properties that are not in AGLS. These additional properties help address the broader evidential requirements for recordkeeping.

In addition, properties applicable to entities other than Record in the recordkeeping metadata standard provide a much greater level of detail than that provided in AGLS. In practice, AGLS provides a minimum of Agent, Business, Mandate and Relationship metadata. Such metadata is provided only to the extent that it enhances the description and discoverability of the resources (information and services) that are the focus of AGLS. For example, contact information for a limited set of agent roles can be provided in AGLS, but only as it relates to the discoverability and/or availability of the resource being described.

Contextual, management or historical information, especially as it relates to entities other than the resources themselves, is not provided in AGLS. The recordkeeping metadata standard fulfils that purpose by providing the required extensions to AGLS. For this reason, the only useful mapping from the recordkeeping metadata standard to AGLS is one that maps the properties applicable to the Record entity.

A table showing a mapping of each of the Record entity properties in this standard to the corresponding AGLS properties is included at Appendix C. This mapping is indicative of the degree of compatibility between the two metadata standards.

4.6 Re-use

Compatibility relates to another feature of this standard. Some of the metadata properties defined in this standard to meet recordkeeping obligations can be re-used for other purposes. For example, metadata that supports both the management of records and resource discovery and retrieval should only be captured once and re-used. This would be the case where agency records are made publicly available via the internet or other electronic means. Similarly, other metadata properties – particularly those that describe entities other than records – may already exist in agency systems for other purposes and can be re-used to support the management of the agency's records.

Metadata re-use minimises the need for additional or retrospective metadata attribution. It enhances both business efficiency and the sustainability of records.[13] However, prior to re-use, care must be taken to ensure that the meanings of particular metadata properties are actually the same across different organisational metadata schemas.

4.7 Inter-relationships and Interdependencies

Certain properties and sub-properties within the metadata set are related. The assignment of values in one may require dynamic attributions or changes to metadata in another. This is usually the result of some event occurring, as described using the Relationship entity. For example, downgrading security classification will necessitate a change in the metadata value for Security Classification. The change will be recorded as part of the recordkeeping event relationships documenting the transactional history relevant to the record, and the details of the old value will be stored as part of the Change History property.

Other inter-relationships may take the form of a sub-property that must be used in conjunction with another sub-property, or a sub-property that depends on another sub-property. For example, use of the Disposal Class sub-property is dependent on the value that appears in the Records Authority sub-property. It is imperative that systems that create and keep records are designed to support these metadata linkages.

13 ISO/TS 23081:2:2007, 'Information and Documentation – Records Management Processes – Metadata for Records – Part 2: Conceptual and Implementation Issues'.

Specific inter-relationships and interdependencies are noted against the descriptions for the properties and sub-properties in Part 2.

5. COMMENTS

The National Archives welcomes comments on the standard at any time. Comments may be emailed to the National Archives' Agency Service Centre: recordkeeping@naa.gov.au.

The National Archives will also consult with agencies, system developers and vendors, and other interested parties on the implementation and continuing evolution of this standard through its periodic agency forums and other avenues. The National Archives expects to issue new versions of this standard in response to agency feedback and advances in theory and methodology.

PART 2: METADATA PROPERTIES AND SUB-PROPERTIES

1. EXPLANATORY NOTES

The *Australian Government Recordkeeping Metadata Standard* (AGRkMS) allows for the description of five separate entities involved in recordkeeping: Record, Agent, Business, Mandate and Relationship. Entities are described by properties. There are 26 properties, eight of which are mandatory for multiple-entity implementations. Another 12 properties are conditional, and a further six are optional. Many of the properties comprise a number of sub-properties, some mandatory, some conditional and some optional. There is a total of 44 sub-properties.

The term 'property' in this standard has the same meaning as the term 'element' in the 1999 *Recordkeeping Metadata Standard for Commonwealth Agencies*, while the term 'sub-property' equates to the term 'sub-element'. Sub-properties are used to provide specific information about particular aspects or characteristics of a property.

Agencies, system developers and software vendors must implement the mandatory properties and sub-properties in order to comply with this standard. In addition, conditional properties and sub-properties must be implemented in certain circumstances to ensure compliance. Conditions for implementation of these properties and sub-properties are detailed in the technical descriptions that follow.

Agencies are not required to implement optional properties and sub-properties unless they have business reasons for doing so. However, if mandatory sub-properties are included under optional properties, those sub-properties must be used whenever the property itself is implemented. In addition, where conditional sub-properties are included under optional properties, those sub-properties must be used under the particular circumstances specified in the technical descriptions.

The use of the word 'must' in technical descriptions denotes mandatory states, conditions or objectives. The use of the word 'should' denotes desirable, but not mandatory, states, conditions or objectives.

1.1. Property and Sub-property Identification

Each metadata property and sub-property is identified by the following:

- Label: A human-readable name for the property or sub-property.
- Name: A machine-processable version of the property or sub-property name, containing no spaces.
- Ref. No.: A unique number assigned to each property and sub-property.

1.2. Property and Sub-property Descriptions

The metadata properties and sub-properties are described using the following structure:

- **Definition:** Describes the information captured in the property or sub-property.
- **Purpose:** In property descriptions only, indicates what will be achieved by using the property and its sub-properties.
- **Container?:** In property descriptions only, 'N' indicates that the property itself is used to store the metadata values, while 'Y' indicates that the property is a container (technically an abstract class) for a number of sub-properties in which the actual

metadata values are stored. In the latter case, the container property must not be used to store metadata values.

- **Obligation:** Specifies whether use of the property or sub-property is mandatory (essential), conditional (dependent on other properties, sub-properties or particular circumstances), or optional (individual agencies can decide whether or not to use it based on business needs).
- **Conditions of Use:** For conditional properties and sub-properties, specifies the actual conditions or circumstances that must be in place prior to using the property or sub-property, including reliance on defined values for other properties or sub-properties.
- **Sub-properties:** In property descriptions only, lists the reference numbers and labels for each of the property's sub-properties.
- **Applicability:** Specifies the entities, categories or levels of aggregation to which the property or sub-property is applicable.
- **Repeatable?:** Specifies whether the property or sub-property may be used more than once for describing the same entity or entities.
- **Default Value:** Provides a pre-selected value for the property or sub-property that will remain as the default unless changed in response to other conditions or requirements.
- **Scheme:** Indicates defined standards, controlled vocabularies or encoding schemes that can or must be used to populate the property or sub-property. Only used at property level when the property has no sub-properties.
- **Comments:** Provides additional information to aid understanding of the purpose and use of the property or sub-property.

2. DETAILED METADATA REQUIREMENTS

Table 3 sets out the metadata properties and sub-properties, their obligations for use and their applicability to the different entities. Full descriptions of each property and its corresponding sub-properties then follow.

Table 3: Metadata Properties and Sub-properties

Property	Use Obligation	Entity Applicability	Sub-properties and Use Obligations
0 Entity Type	Conditional (mandatory for multiple-entity implementations)	All	–
1 Category	Mandatory	All	–
2 Identifier	Mandatory	All	2.1 Identifier String [M] 2.2 Identifier Scheme [C]
3 Name	Mandatory	All	3.1 Name Words [M] 3.2 Name Scheme [C]

Property	Use Obligation	Entity Applicability	Sub-properties and Use Obligations
4 Date Range	Mandatory	All	4.1 Start Date [M] 4.2 End Date [C]
5 Description	Optional	All	–
6 Related Entity	Mandatory	Relationship	6.1 Assigned Entity ID [M] 6.2 Assigned Entity ID Scheme [C] 6.3 Relationship Role [M]
7 Change History	Conditional	Relationship	7.1 Property Name [M] 7.2 Prior Value [M] 7.3 Relationship ID [C]
8 Jurisdiction	Optional	Record, Agent, Business, Mandate	–
9 Security Classification	Conditional for Record, Mandate Optional for Business	Record, Business, Mandate	–
10 Security Caveat	Conditional	Record, Mandate	10.1 Caveat Text [M] 10.2 Caveat Category [C]
11 Permissions	Conditional	Agent, Business	11.1 Permission Text [M] 11.2 Permission Type [M]
12 Rights	Conditional	Record	12.1 Rights Statement [M] 12.2 Rights Type [M] 12.3 Rights Status [C]
13 Contact	Conditional	Agent	13.1 Contact Details [M] 13.2 Contact Type [M]
14 Position	Optional	Agent	–
15 Language	Conditional for Record Optional for Agent	Record, Agent	–
16 Coverage	Optional	Record, Mandate (16.3 only)	16.1 Jurisdictional Coverage [O] 16.2 Temporal Coverage [O] 16.3 Spatial Coverage [O]

Property	Use Obligation	Entity Applicability	Sub-properties and Use Obligations
17 Keyword	Conditional	Record	17.1 Keyword Term [M] 17.2 Keyword ID [O] 17.3 Keyword Scheme [C] 17.4 Keyword Scheme Type [C]
18 Disposal	Mandatory	Record	18.1 Records Authority [M] 18.2 Disposal Class ID [C] 18.3 Disposal Action [C] 18.4 Disposal Trigger Date [C] 18.5 Disposal Action Due [C]
19 Format	Conditional	Record	19.1 Format Name [C] 19.2 Format Version [C] 19.3 Creating Application Name [C] 19.4 Creating Application Version [C] 19.5 Format Registry [C]
20 Extent	Mandatory	Record	20.1 Physical Dimensions [C] 20.2 Logical Size [C] 20.3 Quantity [C] 20.4 Units [M]
21 Medium	Conditional	Record	–
22 Integrity Check	Conditional	Record	22.1 Hash Function Name [M] 22.2 Message Digest [M]
23 Location	Optional	Record	–
24 Document Form	Optional	Record	–
25 Precedence	Optional	Record	–
26 Dissemination Limiting Markers (DLMs)	Conditional for Record, Mandate Optional for Business	Record, Business, Mandate	-

[M]: Mandatory
[C]: Conditional
[O]: Optional

2.1 Metadata Properties

0 Entity Type

Label: Entity Type
Name: entityType
Ref. No.:0

Definition	Specifies the type of entity being described, such as Record, Agent, Business, Mandate or Relationship.
Purpose	To categorise entities. To enable searches to be restricted to particular categories of entities, or entities at a particular level of aggregation when appropriate. To enable searches based on entity types.
Container?	N
Obligation	Conditional (mandatory for multiple-entity implementations).
Conditions of Use	Must be used to indicate the type of entity in multiple-entity implementations.
Applicability	All multiple-entity metadata descriptions.
Repeatable?	N
Default Value	–
Scheme	Entity Type Scheme (see Appendix D1). There are only five possible values for this property – 'Record', 'Agent', 'Business', 'Mandate' and 'Relationship'.
Comments	This property should not be used if a single-entity (Record only) implementation is chosen.

1 Category

Label: Category
Name: category
Ref. No.:1

Definition	Specifies the specific category or aggregation of the entity being described, such as a Series for a Record, a Work Group or Person for an Agent, a piece of Legislation or a Policy for a Mandate, or a Recordkeeping Event for a Relationship.
Purpose	To sub-categorise entities. To enable searches to be restricted to particular categories of entities, or entities at a particular level of aggregation when appropriate. To enable searches based on category types.
Container?	N
Obligation	Mandatory.
Conditions of Use	–
Applicability	All entities.
Repeatable?	N
Default Value	–
Scheme	Category Type Schemes (see Appendix D2).
Comments	Values should be taken from the National Archives of Australia-defined controlled lists of categories for each entity type, which are included at Appendix D2. These lists have fixed values and include different aggregation levels for entities where relevant.

2 Identifier

Label: Identifier
Name: identifier
Ref. No.:2

Definition	A unique identifier for the entity, such as an identifier automatically assigned to a document registered into an EDRMS or an identifier automatically generated by an email system to each email. or a person's APS or employee number	
Purpose	To uniquely identify the entity within a domain, regardless of the entity type. To enable entities to be located. To act as an access point to more information about the entity. To provide contextual information about the standard, method or convention used to identify entities.	
Container?	Y	
Obligation	Mandatory.	
Conditions of Use	–	
Sub-properties	Ref. No.:2.1	Label: Identifier String
	Ref. No.:2.2	Label: Identifier Scheme
Applicability	All entities.	
Repeatable?	Y	
Default Value	–	
Comments	Use this property to identify the entity within a specific domain, local, global or both if appropriate. In some cases the identifier will be assigned by the system. Entity instances may have more than one identifier that is unique within its own context.	

Name: Identifier String
Label: identifierString
Ref. No.:2.1
Sub-property of: Identifier

Definition	A character string that identifies the entity within a local or global domain, such as 'R135572007' for a document in an EDRMS, '771–33961' for an APS or employee number, or 'Transmission and Distribution' for an agency function name.
Obligation	Mandatory.
Conditions of Use	–

Applicability	All entities.
Repeatable?	N
Default Value	–
Scheme	–
Comments	There will be occasions where the only identifier available for an entity is its name. In such circumstances, this sub-property may contain the same value as Sub-property 3.1 Name Words.

Name: Identifier Scheme
Label: identifierScheme
Ref. No.:2.2
Sub-property of: Identifier

Definition	The scheme used to identify the entity.
Obligation	Conditional.
Conditions of Use	Must be used when an identifier is assigned to an entity according to some externally or locally defined scheme, such as those listed below. This sub-property should not be used when no scheme is used in assigning an identifier.
Applicability	All entities.
Repeatable?	N
Default Value	–
Scheme	Examples include ISBN, ISSN, CRS, URL, URI, DOI and System Assigned. See the Extensible List of Identifier Schemes at Appendix D3 for more information.
Comments	This sub-property lists the scheme used to identify the entity. It does not provide information on how the identifier is to be structured according to that scheme. For local EDRMS implementations, for example, this property may note the name of the EDRMS system that controls the assignment of numbers.

3 Name

Name: Name
Label: name
Ref. No.:3

Definition	The title or name given to the entity.	
Purpose	To assist in identifying the entity. To act as a resource discovery access point for users. To describe the functions and/or subjects documented in records. To enable searching for a name in its entirety. To provide contextual information about the standard, method or convention used to name entities.	
Container?	Y	
Obligation	Mandatory.	
Conditions of Use	–	
Sub-properties	Ref. No.:3.1	Label: Name Words
	Ref. No.:3.2	Label: Name Scheme
Applicability	All entities.	
Repeatable?	Y	
Default Value	–	
Comments	Names for entities may be taken from controlled vocabularies of some kind. Where such vocabularies exist they should be used.	

Name: Name Words
Label: nameWords
Ref. No.:3.1
Sub-property of: Name

Definition	The actual name given to the entity.
Obligation	Mandatory.
Conditions of Use	–
Applicability	All entities.
Repeatable?	N
Default Value	–
Scheme	National Archives of Australia-defined Relationship Name Schemes for Relationship entity (see Appendix D4).

	Locally defined or locally used schemes for other entities.
Comments	The National Archives of Australia-defined Relationship Name Schemes, included at Appendix D4, should be used for Relationship names. Where the name is taken from a controlled vocabulary with structure, all components of that structure must be reproduced within the Name Words string of characters. In circumstances where the name of an entity is also its identifier, the value of this sub-property will need to be replicated in Sub-property 2.1 Identifier String.

Name: Name Scheme
Label: nameScheme
Ref. No.:3.2
Sub-property of: Name

Definition	The type of vocabulary scheme used to name the entity.
Obligation	Conditional.
Conditions of Use	Must be used when a naming scheme is used for assigning names to any entity, for example, controlled vocabularies for titling records and business activities and functions, name authority files for naming agents. This sub-property should not be used when the entity name is free text.
Applicability	All entities.
Repeatable?	N
Default Value	–
Scheme	–
Comments	This sub-property is to be used to describe the type of scheme used for the entity name, if appropriate. Different schemes may be used to name entities, such as name authority files, functions-based thesauri, subject-based thesauri, controlled lists, etc.

4 Date Range

Name: Date Range
Label: dateRange
Ref. No.:4

Definition	Start and end dates and times associated with an entity.	
Purpose	To provide evidence of authenticity. To record date information about the association of entities with other entities. To record date information about the existence or validity of a non-Relationship entity separately from date information about the association of entities with other entities. To ensure provenance relationships (between records and agents) are fully documented.	
Container?	Y	
Obligation	Mandatory.	
Conditions of Use	–	
Sub-properties	Ref. No.:4.1	Label: Start Date
	Ref. No.:4.2	Label: End Date
Applicability	All entities.	
Repeatable?	N	
Default Value	–	
Comments	–	

Label: Start Date
Name: startDate
Ref. No.:4.1
Sub-property of: Date Range

Definition	The date an entity came into existence or effect.
Obligation	Mandatory.
Conditions of Use	–
Applicability	All entities.
Repeatable?	N
Default Value	–
Scheme	ISO 8601 - Standard for Representation of Dates and Times (see Appendix D5 for more information).
Comments	Values may be a date, or a date and time, but never a time only. A time zone may be appended if appropriate.

Label: End Date
Name: endDate
Ref. No.:4.2
Sub-property of: Date Range

Definition	The date an entity ceased to exist, was dissolved or destroyed.
Obligation	Conditional.
Conditions of Use	Must be used once an entity ceases to exist or is dissolved, deleted or destroyed.
Applicability	All entities.
Repeatable?	N
Default Value	–
Scheme	ISO 8601 – Standard for representation of Dates and Times (see Appendix D5 for more information).
Comments	Values may be a date, or a date and time, but never a time only. A time zone may be appended if appropriate.

5 Description

Label: Description
Name: description
Ref. No.:5

Definition	A free-text description of the entity.
Purpose	To enable discovery of entities. To facilitate user choice. To provide additional context for entities.
Container?	N
Obligation	Optional.
Conditions of Use	–
Applicability	All entities.
Repeatable?	Y
Default Value	–
Scheme	–
Comments	Information contained within other properties should not be duplicated here.

6 Related Entity

Label: Related Entity
Name: relatedEntity
Ref. No.:6

Definition	A means of identifying other entities in a relationship.	
Purpose	To establish context for relationships between entities. To create a chain of evidence by linking related entities. To link related entities and provide a full description or picture of an organisation's activities. To facilitate understanding and use of records. To ensure that all entities involved in recordkeeping relationships are identified and linked to one another.	
Container?	Y	
Obligation	Mandatory.	
Conditions of Use	–	
Sub-properties	Ref. No.:6.1	Label: Assigned Entity ID
	Ref. No.:6.2	Label: Assigned Entity ID Scheme
	Ref. No.:6.3	Label: Relationship Role
Applicability	Relationship entity only.	
Repeatable?	Y	
Default Value	–	
Comments	Relationships are central to this metadata standard. All relationship metadata descriptions in this schema involve an instance of the Relationship entity plus two other entities in any combination (that is, Agent–Agent, Agent–Record, Mandate–Record, Business–Record, Relationship–Agent, Business–Agent, etc.). All entities involved in a relationship must be described. This property is therefore an essential component of metadata descriptions and must be used for describing the role of each entity in the relationship and for identifying (but not describing) each entity involved.	

Label: Assigned Entity ID
Name: assignedEntityID
Ref. No.:6.1
Sub-property of: Related Entity

Definition	A unique identifier for an entity involved in a relationship.
Obligation	Mandatory.
Conditions of Use	–
Applicability	Relationship entity only.
Repeatable?	N
Default Value	–
Scheme	–
Comments	Related entities must be linked to the relationship in which they participate. For each entity involved in a relationship, the content of this sub-property will be identical to what is recorded in Sub-property 2.1 Identifier String, for the entity.

Label: Assigned Entity ID Scheme
Name: assignedEntityIDScheme
Ref. No.:6.2
Sub-property of: Related Entity

Definition	The scheme used to identify an entity involved in a relationship.
Obligation	Conditional.
Conditions of Use	Must be used when an identifier was assigned to an entity according to some externally or locally defined scheme, such as those listed below. This sub-property should not be used when no scheme was used in assigning an identifier.
Applicability	Relationship entity only.
Repeatable?	N
Default Value	–
Scheme	Examples include ISBN, ISSN, CRS, URL, URI, DOI and System Assigned. See the Extensible List of Identifier Schemes at Appendix D3 for more information.
Comments	This sub-property records the scheme used to identify an entity in a relationship. For each entity involved in a relationship, the content of this

	sub-property will be identical to what is recorded in Sub-property 2.2 Identifier Scheme for the entity.

Label: Relationship Role
Name: relationshipRole
Ref. No.:6.3
Sub-property of: Related Entity

Definition	The order of the role in which the given entity participates in the relationship being described.
Obligation	Mandatory.
Conditions of Use	–
Applicability	Relationship entity only.
Repeatable?	N
Default Value	–
Scheme	Relationship Role Scheme (see Appendix D6). There are only two possible values – '1' or '2' (see below).
Comments	All relationships in this standard are binary relationships, that is, there is only one entity on each side of the relationship. This sub-property is used to indicate on which side of the relationship an entity's role occurs. There are only two possible values in the National Archives of Australia-defined Relationship Role Scheme (see Appendix D6). These values indicate the direction in which a relationship takes place. A value of '1' indicates that the relationship is read from the entity. A value of '2' indicates that the relationship is read in the direction of (towards) the entity. For example, in the relationship 'John Smith views item R773412008', 'John Smith' has Relationship Role 1 and 'R773412008' has Relationship Role 2.

7 Change History

Label: Change History
Name: changeHistory
Ref. No.:7

Definition	A means of recording changes to an entity's metadata property and sub-property values.	
Purpose	To record/track changes to an entity's metadata over time. To enable complete event histories of entities to be made and maintained. To assist in documenting the effects or outcomes of relationships between entities. To identify those properties or sub-properties whose values have changed as the result of a relationship. To provide a history of the changes to metadata properties and sub-properties resulting from relationships between entities. To facilitate understanding of the changes made to an entity's metadata over time.	
Container?	Y	
Obligation	Conditional.	
Conditions of Use	This property must be used where a relationship (event) between two entities results in changes to the values of one or more metadata properties/sub-properties that describe those entities.	
Sub-properties	Ref. No.:7.1	Label: Property Name
	Ref. No.:7.2	Label: Prior Value
	Ref. No.:7.3	Label: Relationship ID
Applicability	Relationship entity only.	
Repeatable?	Y	
Default Value	–	
Comments	This property is used to store the previous values of properties or sub-properties when a relationship between two entities (that is, an event) results in changes to one or more current values. Not all relationships result in changes to the current values of properties or sub-properties. The new value for a property or sub-property will be recorded in that property or sub-property as the current value, thereby overwriting the previous value. Where multiple changes result from a single relationship between two entities, this property must be repeated to document each change. Sub-property 7.3 Relationship ID is	

	used to indicate that multiple changes have resulted from the same relationship. For example, a relationship 'sentences' between an agent and a record will result in changes to at least three sub-properties – 18.1 Records Authority, 18.2 Disposal Class ID and 18.3 Disposal Action. This property must be repeated to record each of the metadata sub-properties affected. In each case, the values for sub-properties 7.1 Property Name and 7.2 Prior Value will be different, but the value for Sub-property 7.3 Relationship ID will remain the same.

Label: Property Name
Name: propertyName
Ref. No.:7.1
Sub-property of: Change History

Definition	The name of a property or sub-property that has its current value changed as the result of a relationship (event) between two entities.
Obligation	Mandatory.
Conditions of Use	–
Applicability	Relationship entity only.
Repeatable?	N
Default Value	–
Scheme	Property and sub-property labels used in this standard.
Comments	This sub-property must be used in conjunction with Sub-property 7.2 Prior Value to record which property or sub-property is changed as the result of a relationship, and its actual value before the change. This sub-property must also be used in situations where no previous value was recorded against the affected property or sub-property. For example, if the event 'sentences' results in the value under Sub-property 18.1 Records Authority being changed from No Disposal Coverage to the name of a specific records authority, neither sub-properties 18.2 Disposal Class ID nor 18.3 Disposal Action will contain previous values. However, both sub-property names must be listed as values under this sub-property.

Label: Prior Value
Name: priorValue
Ref. No.:7.2
Sub-property of: Change History

Definition	The previous value of a metadata property or sub-property changed as the result of a relationship (event) between two entities.
Obligation	Mandatory.
Conditions of Use	–
Applicability	Relationship entity only.
Repeatable?	N
Default Value	–
Scheme	–
Comments	This sub-property must be used in conjunction with Sub-property 7.1 Property Name to identify individual instances of a property or sub-property changed as the result of a relationship, and to record the actual value of that property or sub-property prior to the change. This sub-property must also be used in situations where no previous value was recorded against the affected property or sub-property. For example, if the event 'sentences' results in the value under Sub-property 18.1 Records Authority being changed from No Disposal Coverage to the name of a specific records authority, neither sub-properties 18.2 Disposal Class ID nor 18.3 Disposal Action will contain previous values. In each case, this sub-property will record either a null value (a blank field) or the text string 'No prior value'.

Label: Relationship ID
Name: relationshipID
Ref. No.:7.3
Sub-property of: Change History

Definition	A unique system identifier for a relationship.
Obligation	Conditional.
Conditions of Use	–
Applicability	Relationship entity only.
Repeatable?	N
Default Value	–
Scheme	–
Comments	This sub-property provides a direct link to the relationship (event) that resulted in the change to the value of a property or sub-property documented in sub-properties 7.1 Property Name and 7.2 Prior Value. In documenting multiple changes resulting from a single relationship, each repetition of Property 7 Change History must include the identical value for this sub-property.

8 Jurisdiction

Label: Jurisdiction
Name: jurisdiction
Ref. No.:8

Definition	Specification of a jurisdiction within which an entity operates, exists or is valid.
Purpose	To facilitate retrieval and user choice. To provide contextual information about entities.
Container?	N
Obligation	Optional.
Conditions of Use	–
Applicability	All entities, except Relationship.
Repeatable?	Y
Default Value	'AU' or 'Commonwealth of Australia'.
Scheme	AGLS Jurisdiction Scheme (see Appendix D7 for full list of values).
Comments	This scheme provides full-text names and abbreviations for jurisdictions. Agencies may choose to use either the abbreviation (code) or the full-text name.

9 Security Classification

Label: Security Classification

Name: securityClassification

Reference no: 9

Definition	A label that denotes the security status of a record, mandate or the business.
Purpose	To facilitate or restrict access to records, or to particular business functions, activities or transactions, by agency staff or the public. To enable records, business functions, activities or transactions, and mandates with security sensitivities to be appropriately identified and managed. To alert users to security restrictions on access to records and mandates. To prevent access to records, or to particular business functions, activities or transactions, by those with insufficient security permissions.
Container?	N
Obligation	Conditional for Record and Mandate entities. Optional for Business entity.
Conditions of Use	Must be used if the record or mandate has a security classification. May be used to indicate a status of 'Unclassified'. May be used for business functions, activities and transactions at the discretion of the agency.
Applicability	Record, Business and Mandate entities only.
Repeatable?	N
Default Value	-
Scheme	*Protective Security Policy Framework (PSPF)* Security Classifications, plus the additional value of 'Unclassified'. (see Appendix D8 for more information).
Comments	'Sensitive: Cabinet' is a DLM that must be accompanied by a security classification protective marker of at least 'Protected (See Property 26 Dissemination Limiting Markers) For some types of Australian Government agency records (for example, email) a default security classification marker of 'Unclassified' is used. Use of 'Unclassified' within agencies is subject to internal policy. Government agencies can choose to use 'UNOFFICIAL' to mark non-work related emails.

10 Security Caveat

Label: Security Caveat

Name: securityCaveat

Ref. No.: 10

Definition	A caveat is a warning that a security classified record or mandate requires special handling, and that only people cleared and briefed to see it may have access.	
Purpose	To facilitate or restrict access to records and mandates. To enable records and mandates with security sensitivities to be appropriately identified and managed. To alert users to security restrictions on access to records. To enable restriction of access to records by those with insufficient security permissions. To prevent discovery of the nature of the information or activity covered by particular security compartments.	
Container?	Y	
Obligation	Conditional.	
Conditions of Use	Must be used if a record or mandate with a national security classification is also subject to a security caveat.	
Sub-properties	Ref. No.: 10.1	Label: Caveat Text
	Ref. No.: 10.2	Label: Caveat Category
Applicability	Record and Mandate entities only.	
Repeatable?	Y	
Default Value	–	
Comments	While records and mandates with security classifications are not necessarily subject to security caveats, this property can only be used where Property 9 Security Classification has been used and assigned a value other than 'Unclassified'.	

Label: Caveat Text

Name: caveatText

Ref. No.:10.1

Sub-property of: Security Caveat

Definition	The word or words that make up the security caveat.
Obligation	Mandatory.
Conditions of Use	–
Applicability	Record and Mandate entities only.
Repeatable?	N
Default Value	–
Scheme	*Protective Security Policy Framework* (PSPF) Security Caveats (see Appendix D9 for more information). Domain-specific schemes.
Comments	Caveats are a security warning additional to a security classification. Caveats are often domain specific and, in such cases, need to be specified by creators.

Label: Caveat Category

Name: caveatCategory

Ref. No.:10.2

Sub-property of: Security Caveat

Definition	The category of the security caveat.
Obligation	Conditional.
Conditions of Use	Must be used if the caveat text fits into a caveat sub-category as set out in the *Protective Security Policy Framework* (PSPF).
Applicability	Record and Mandate entities only.
Repeatable?	N
Default Value	–
Scheme	*Protective Security Policy Framework* (PSPF) Security Caveat Categories (see Appendix D9 for more information).
Comments	–

11 Permissions

Label: Permissions
Name: permissions
Ref. No.:11

Definition	The security clearance or other accreditation of an agent or business function or activity that determines its access and use rights to records.	
Purpose	To enable records with security or other sensitivities to be appropriately protected. To provide a further level of protection against the compromise of national security interests. To restrict the performance of certain recordkeeping actions to nominated agents (persons or groups). To facilitate or restrict dissemination of/access to records to appropriate agency staff or within authorised business functions or activities. To prevent systems or business areas from holding records they are not accredited to hold. To facilitate system control of records bearing caveats or particular access permissions.	
Container?	Y	
Obligation	Conditional.	
Conditions of Use	Should be used in domains where agents' security clearances or accreditations govern what records they can access or hold, or where access to and use of records is restricted to particular business functions or activities.	
Sub-properties	Ref. No.:11.1	Label: Permission Text
	Ref. No.:11.2	Label: Permission Type
Applicability	Person, Work Group or Mechanism Agent entities only; Business entity.	
Repeatable?	Y	
Default Value	–	
Comments	This property is to be used in domains where the security, recordkeeping or business permission assigned to agents or business functions or activities govern what security-caveated, compartmented or otherwise sensitive records they can hold, access or use. Repeat the property for each additional permission held by an agent or assigned to a business function or activity.	

Label: Permission Text
Name: permissionText
Ref. No.:11.1
Sub-property of: Permissions

Definition	The word(s) or letter(s) indicating the specific security clearance, recordkeeping permission or business permission held by an agent or assigned to a particular business function or activity.
Obligation	Mandatory.
Conditions of Use	–
Applicability	Person, Work Group or Mechanism Agent entities only; Business entity.
Repeatable?	N
Default Value	–
Scheme	Domain-specific (see Appendix D10 for more information).
Comments	This sub-property must be used in conjunction with Sub-property 11.2 Permission Type. When the value of Sub-property 11.2 = 'Security', use to specify the security clearance or accreditation held by an agent or the security level to which the business function or activity is accredited. In both cases, the values will parallel the security classifications applied to records. Security briefings and business permissions are domain specific and need to be specified by the organisation. Recordkeeping permissions may already exist or be configurable within the organisation's recordkeeping system.

Label: Permission Type
Name: permissionType
Ref. No.:11.2
Sub-property of: Permissions

Definition	The category of access and use permission held by an agent or assigned to a business function or activity.
Obligation	Mandatory.
Conditions of Use	–
Applicability	Person, Work Group or Mechanism Agent entities only; Business entity.
Repeatable?	N
Default Value	–
Scheme	There are only three possible values – 'Security',

	'Recordkeeping', and 'Business'. (see Appendix D11 for more information).
Comments	This sub-property must be used in conjunction with Sub-property 11.1 Permission Text. Use to specify the type of permission held by an agent or assigned to a business function or activity that allows access to and use of particular records. Use the value 'Security' when an agent has a security clearance or accreditation to hold, access or use records, or when a business function or activity requires a particular level of security.

12 Rights

Label: Rights
Name: rights
Ref. No.:12

Definition	Policies and requirements that govern or restrict non-security related use of and access to records.	
Purpose	To facilitate the appropriate management and use of sensitive records, or records with particular access and use restrictions. To alert users to non-security related restrictions on access to and use of records, and to advise on when such restrictions may change or cease.	
Container?	Y	
Obligation	Conditional.	
Conditions of Use	Must be used if policies governing use of and access to records exist.	
Sub-properties	Ref. No.:12.1	Label: Rights Statement
	Ref. No.:12.2	Label: Rights Type
	Ref. No.:12.3	Label: Rights Status
Applicability	Record entity only.	
Repeatable?	Y	
Default Value	–	
Comments	Access to and use of records must be managed in accordance with relevant pieces of legislation and access and use policies to protect the privacy of individuals and the business interests of corporate entities.	

Label: Rights Statement
Name: rightsStatement
Ref. No.:12.1
Sub-property of: Rights

Definition	A description of the way in which access to or use of records is governed or restricted.
Obligation	Mandatory.
Conditions of Use	–
Applicability	Record entity only.
Repeatable?	Y
Default Value	–
Scheme	–
Comments	Use this sub-property to provide information on the nature of the restriction and any obligations it places on the user or recipient of records.

Label: Rights Type
Name: rightsType
Ref. No.:12.2
Sub-property of: Rights

Definition	Specification of the type of rights being described.
Obligation	Mandatory.
Conditions of Use	–
Applicability	Record entity only.
Repeatable?	N
Default Value	–
Scheme	Rights Type Scheme (see Appendix D12.1).
Comments	Values for this sub-property should be taken from the National Archives of Australia controlled list of terms, included at Appendix D12.1.

Label: Rights Status
Name: rightsStatus
Ref. No.:12.3
Sub-property of: Rights

Definition	Information about whether a record may be released or published, or whether it is to be wholly or partially withheld from public access.
Obligation	Conditional.
Conditions of Use	Must be used only if Sub-property 12.2 Rights Type is 'Archival Access', 'Authorised Public Access' or 'FOI'.
Applicability	Record entity only.
Repeatable?	N
Default Value	–
Scheme	Rights Status Scheme (see Appendix D12.2).
Comments	Use values from the National Archives of Australia controlled list of terms at Appendix D12.2 to provide information about the Archival Access, Authorised Public Access or FOI status of records held by the agency. Archival Access status is included in this standard for those agencies that, under s29 of the *Archives Act 1983*, do not transfer their records of archival value to the National Archives of Australia.

13 Contact

Label: Contact
Name: contact
Ref. No.:13

Definition	Information about how to contact an agent.	
Purpose	To facilitate unambiguous identification of agents. To provide context for agents. To provide a point of contact for agents. To facilitate searching and retrieval of agent information at a particular location.	
Container?	Y	
Obligation	Conditional.	
Conditions of Use	Must be used except when an agent is a mechanism, in which case use is optional.	
Sub-properties	Ref. No.:13.1	Label: Contact Details
	Ref. No.:13.2	Label: Contact Type
Applicability	Agent entity only.	
Repeatable?	Y	
Default Value	–	
Comments	It is mandatory for some form of contact information to be provided for an agent except when that agent is a mechanism. The specific type of contact information to be given is not mandated, but may be chosen by creators.	

Label: Contact Details
Name: contactDetails
Ref. No.:13.1
Sub-property of: Contact

Definition	Specific contact information for an agent.
Obligation	Mandatory.
Conditions of Use	–
Applicability	Agent entity only.
Repeatable?	N
Default Value	–
Scheme	–
Comments	The specific contact information to be given for an agent is not mandated, but may be chosen by creators. If more than one type of contact information is provided, the entire Contact property must be repeated.

Label: Contact Type
Name: contactType
Ref. No.:13.2
Sub-property of: Contact

Definition	The type of contact details, such as a business address or email, provided to contact an agent.
Obligation	Mandatory.
Conditions of Use	–
Applicability	Agent entity only.
Repeatable?	N
Default Value	–
Scheme	Contact Type Scheme (see Appendix D13).
Comments	The National Archives of Australia-defined Contact Type Scheme included at Appendix D13 can be extended locally by agencies if required. The specific type of contact information given is not mandated, but may be chosen by creators. If more than one type of contact information is provided, the entire Contact property must be repeated.

14 Position

Label: Position
Name: position
Ref. No.:14

Definition	The name of the current position occupied or held by an agent.
Purpose	To assist in the unambiguous identification of agents. To provide additional context about agents.
Container?	N
Obligation	Optional.
Conditions of Use	–
Applicability	Person Agent entity only.
Repeatable?	Y
Default Value	–
Scheme	Agency or domain-specific controlled vocabularies.
Comments	–

15 Language

Label: Language
Name: language
Ref. No.:15

Definition	The language that is used for a record, or that is spoken or used by an agent in doing business.
Purpose	To facilitate searching and retrieval of records. To provide additional contextual information about an agent.
Container?	N
Obligation	Conditional for Record entity. Optional for Agent entity.
Conditions of Use	Must be used to describe the language of a record if it is in a language other than English.
Applicability	Record and Agent entities only.
Repeatable?	Y
Default Value	–
Scheme	RFC 5646 – Tags for Identifying Languages (see Appendix D14 for more information).
Comments	RFC 5646 provides a syntax for constructing language descriptions using ISO 639 for language codes, ISO 3166 for country codes and ISO 15924 for language script codes.

16 Coverage

Label: Coverage
Name: coverage
Ref. No.:16

Definition	The jurisdictional applicability, or the temporal and/or spatial topic, of the entity.	
Purpose	To allow a search to be restricted to records about a certain jurisdiction, place or time. To allow a search to be restricted to mandates covering a specific geographical area. To provide additional context about records or mandates.	
Container?	Y	
Obligation	Optional.	
Conditions of Use	–	
Sub-properties	Ref. No.:16.1	Label: Jurisdictional Coverage
	Ref. No.:16.2	Label: Temporal Coverage
	Ref. No.:16.3	Label: Spatial Coverage
Applicability	Record and Mandate entities only.	
Repeatable?	Y	
Default Value	–	
Comments	–	

Label: Jurisdictional Coverage
Name: jurisdictionCoverage
Ref. No.:16.1
Sub-property of: Coverage

Definition	The jurisdictional applicability of the record.
Obligation	Optional.
Conditions of Use	–
Applicability	Record entity only.
Repeatable?	Y
Default Value	'AU' or 'Commonwealth of Australia'.
Scheme	AGLS Jurisdiction Scheme (see Appendix D7 for full list of values).
Comments	This scheme provides full-text names and abbreviations for jurisdictions. Agencies may choose to use either the abbreviation (code) or the full-text name.

Label: Temporal Coverage
Name: temporalCoverage
Ref. No.:16.2
Sub-property of: Coverage

Definition	The temporal topic of the record.
Obligation	Optional.
Conditions of Use	–
Applicability	Record entity only.
Repeatable?	Y
Default Value	–
Scheme	ISO 8601 Standard for Representation of Dates and Times (see Appendix D5 for more information). Art and Architecture Thesaurus Online (see Appendix D17 for more information). Domain-specific schemes.
Comments	–

Label: Spatial Coverage
Name: spatialCoverage
Ref. No.:16.3
Sub-property of: Coverage

Definition	The spatial topic of the entity.
Obligation	Optional.
Conditions of Use	–
Applicability	Record and Mandate entities only.
Repeatable?	Y
Default Value	–
Scheme	Australian Standard Geographical Classification (ASGC) (see Appendix D15.1 for more information). Standard Australian Classification of Countries (SACC) (see Appendix D15.2 for more information). Getty Thesaurus of Geographic Names Online (TGN) (see Appendix D16 for more information). Local extensions, where necessary.
Comments	–

17 Keyword

Label: Keyword
Name: keyword
Ref. No.:17

Definition	The subject of the record, or the general or agency-specific functions and activities that are documented by the record.	
Purpose	To facilitate searching and retrieval. To classify records by subject or function. To document the relationship between records and the functions/activities they represent, and to provide contextual information about business functions related to records. To provide information about the scheme(s) from which keyword terms are taken.	
Container?	Y	
Obligation	Conditional.	
Conditions of Use	Must be used if a classification scheme (thesaurus, business classification scheme, controlled vocabulary, etc.) is used for describing the subject(s) of records or assigning functions-based keywords to records.	
Sub-properties	Ref. No.:17.1	Label: Keyword Term
	Ref. No.:17.2	Label: Keyword ID
	Ref. No.:17.3	Label: Keyword Scheme
	Ref No.: 17.4	Label: Keyword Scheme Type
Applicability	Record entity only.	
Repeatable?	Y	
Default Value	–	
Comments	This property is for documenting both subject and functional keywords used to classify records. The type of keyword is identified by the Sub-property 17.4 Keyword Scheme Type.	

Label: Keyword Term
Name: keywordTerm
Ref. No.:17.1
Sub-property of: Keyword

Definition	A subject-based, functions-based or end-user defined keyword term describing the content of the record.
Obligation	Mandatory.
Conditions of Use	–
Applicability	Record entity only.
Repeatable?	N
Default Value	–
Scheme	–
Comments	Some subject-based and functions-based schemes are hierarchical; others allow the use of a number of equally weighted keywords. If the scheme is hierarchical, the structure must be reflected by using delimiting characters in the keyword term string itself. If the terms are equally weighted, the entire Keyword property must be repeated.

Label: Keyword ID
Name: keywordID
Ref. No.:17.2
Sub-property of: Keyword

Definition	An identifier assigned to a keyword term within a scheme.
Obligation	Optional.
Conditions of Use	–
Applicability	Record entity only.
Repeatable?	N
Default Value	–
Scheme	–
Comments	The form of the identifier will be defined in the scheme from which the term is taken. Where keyword terms have identifiers, agencies can choose to store and use the identifiers as a shorthand method of accessing the terms themselves.

Label: Keyword Scheme
Name: keywordScheme
Ref. No.:17.3
Sub-property of: Keyword

Definition	A reference to the scheme from which a keyword term is drawn.
Obligation	Conditional.
Conditions of Use	Must be used if a classification scheme (thesaurus, business classification scheme, controlled vocabulary, etc.) is used to provide a value for Sub-property 17.1 Keyword Term.
Applicability	Record entity only.
Repeatable?	N
Default Value	–
Scheme	Several schemes may be used, including AGIFT, Keyword AAA, TAGS, LCSH, MeSH and agency-defined business classification schemes (BCS). See Appendix D17 for more information).
Comments	–

Label: Keyword Scheme Type
Name: keywordSchemeType
Ref. No.:17.4
Sub-property of: Keyword

Definition	Information denoting whether the keyword term has been taken from a subject or functions-based classification scheme or is end-user defined.
Obligation	Conditional.
Conditions of Use	Must be used if the keyword terms assigned to the record have been taken from a subject or functions-based classification scheme.
Applicability	Record entity only.
Repeatable?	N
Default Value	–
Scheme	Keyword Scheme Type Scheme (see Appendix D18). There are only three valid values for this sub-property – 'Function', 'Subject' and 'End-user defined'.
Comments	The Keyword property should be repeated if more than one type of classification scheme is used.

18 Disposal

Label: Disposal
Name: disposal
Ref. No.:18

Definition	Information about current records authorities and the disposal actions that relate to the record[14].	
Purpose	To advise users of laws, policies and/or authorities that govern the retention or disposal of the record. To alert recordkeeping staff when disposal actions for records are due. To facilitate the automatic generation of due dates for disposal actions, based on specified trigger events. To help ensure that correct disposal actions are taken on records. To provide a visible link between agency records and the disposal action(s) taken on them. To facilitate searching and retrieval for records covered by a specific records authority, disposal class, disposal action or retention period, or due for disposal on a specific date or time.	
Container?	Y	
Obligation	Mandatory.	
Conditions of Use	–	
Sub-properties	Ref. No.:18.1	Label: Records Authority
	Ref. No.:18.2	Label: Disposal Class ID
	Ref. No.:18.3	Label: Disposal Action
	Ref. No.:18.4	Label: Disposal Trigger Date
	Ref. No.:18.5	Label: Disposal Action Due
Applicability	All Record entities except Archives and Archive.*	
Repeatable?	Y for Series and Transaction Sequence entities only; otherwise N.	
Default Value	–	
Comments	All records within a recordkeeping system require the use of this property at some time in their existence. However, it may not be possible to provide the information required by this property at the creation of a record for a variety of reasons, including the unavailability of relevant records authorities or an organisational policy that precludes sentencing on creation.	

[14] Information for Property 18 Disposal is inherited from the individual record or the record series

	In these cases a default value of 'No Disposal Coverage' must be used for the Records Authority sub-property until the records are covered by a records authority. For permanent value records, specific values must be assigned to this property prior to the transfer of the records to the National Archives of Australia. Series or transaction sequences covered by more than one disposal class, and hence more than one disposal action, should be described using multiple instances of the Disposal property.

* Both Archives and a single Archive comprise many series, files and transaction sequences. The information about the records authorities and disposal actions relating to the records will be captured at these lower levels of aggregation, not at the level of an archival framework (Archives) or archival collection (Archive).

Label: Records Authority
Name: recordsAuthority
Ref. No.:18.1
Sub-property of: Disposal

Definition	The name and/or reference number* of the records authority that authorises the disposal (retention or destruction) of the record.
Obligation	Mandatory.
Conditions of Use	–
Applicability	All Record entities except Archives and Archive.
Repeatable?	N
Default Value	'No Disposal Coverage'.
Scheme	–
Comments	If there is currently no authorisation for the disposal of a record, or if the authorisation is under development, the value 'No Disposal Coverage' must be applied to this sub-property. Once a records authority is available to provide coverage, the default value for the sub-property must be updated. Records with 'No Disposal Coverage' are not authorised for disposal and cannot be destroyed.

* Since 2000, the reference number for a records authority has been called a 'Job Number'.

Label: Disposal Class ID
Name: disposalClassID
Ref. No.:18.2
Sub-property of: Disposal

Definition	Information* identifying the specific disposal class that authorises the retention or destruction of the records.
Obligation	Conditional.
Conditions of Use	Must be used unless the value of Sub-property 18.1 Records Authority is 'No Disposal Coverage'.
Applicability	All Record entities except Archives and Archive.
Repeatable?	N
Default Value	–
Scheme	–
Comments	Prior to 2000, unique identification of a class required a combination of the values recorded in sub-properties 18.1 Records Authority and 18.2 Disposal Class. From 2000 onwards, disposal classes within the National Archives of Australia's disposal regime have been numbered uniquely. Individual records (items) can only be covered by one disposal class. Series or transaction sequences covered by more than one disposal class, and hence more than one disposal action, should be described using multiple instances of the Disposal property.

* The information required for this sub-property is known as an 'Entry No.' in a records authority.

Label: Disposal Action
Name: disposalAction
Ref. No.:18.3
Sub-property of: Disposal

Definition	The disposal action to which the record is subject.
Obligation	Conditional.
Conditions of Use	Must be used in conjunction with sub-properties 18.2 Disposal Class and (where known) 18.4 Disposal Trigger Date, unless the value of Sub-property 18.1 Records Authority is 'No Disposal Coverage'.
Applicability	All Record entities except Archives and Archive.
Repeatable?	N
Default Value	–
Scheme	–
Comments	This sub-property is used to record the intended disposal action on the record, as listed against the relevant disposal class in the records authority. It is **not** to be used to record the details of the actual disposal action when it is undertaken. In this standard, all actions and events are documented using the Relationship entity. The disposal action is recorded in records authorities in the statement under 'Disposal Action'. It details the disposal action that is to be taken on a record once a specified period of time has elapsed since a designated trigger event. Examples include 'Destroy 3 years after contract is terminated', 'Destroy 7 years after last entry', 'Destroy 75 years after date of birth of employee' and 'Retain as national archives'. Also see Sub-property 18.4 Disposal Trigger Date. Individual records (items) can only be covered by one disposal action. Series or transaction sequences covered by more than one disposal class, and hence more than one disposal action, should be described using multiple instances of the Disposal property.

Label: Disposal Trigger Date
Name: disposalTriggerDate
Ref. No.:18.4
Sub-property of: Disposal

Definition	The date of a specified event that triggers a record's disposal action due date.
Obligation	Conditional.
Conditions of Use	Must be used in conjunction with sub-properties 18.2 Disposal Class ID, 18.3 Disposal Action and 18.5 Disposal Action Due, unless the value of Sub-property 18.1 Records Authority is 'No Disposal Coverage'.
Applicability	All Record entities except Archives and Archive.
Repeatable?	Y
Default Value	–
Scheme	ISO 8601 – Standard for Representation of Dates and Times (see Appendix D5 for more information).
Comments	This sub-property is used to record the date a specified trigger event occurs. A disposal trigger event is usually recorded in records authorities as part of the statement under 'Disposal Action'. It is an event plus a specified disposal time period. When the event occurs, it triggers a due date for the disposal action based on the specified disposal time period. Examples include '75 years after date of birth of employee', '7 years after policy is superseded', '5 years after action completed' and 'When reference ceases'. Where records authorities contain disposal actions with ill-defined events (such as 'When reference ceases', 'When superseded' or 'After action completed'), agencies must take a risk-based approach to determining an appropriate disposal trigger for the records concerned. For example, following a risk assessment of the nature of its business, the use made of its records and the sophistication of its recordkeeping systems, an agency may decide that all files created in its EDRMS will be closed two years after the last record is added to the aggregation, and that the date of closure will equate to the event 'when reference ceases'. Such decisions need to be clearly documented in records disposal tools such as sentencing guidelines. This approach will allow disposal trigger dates to be set as soon as the values for sub-properties 18.2 Disposal Class ID and 18.3 Disposal Action are assigned. The method used to calculate disposal action due dates, based

	on disposal trigger events and dates, and disposal time periods is a system implementation issue that must be addressed by agencies, vendors and system developers. This sub-property is repeatable to enable the recording of more than one trigger date in those situations where more than one possible trigger event is specified. An example of this is '75 years after date of birth of employee or 7 years after last action, whichever is later'. The date value recorded here will result in the automatic generation of the disposal action due date (recorded in Sub-property 18.5) for the disposal action on the record (recorded in Sub-property 18.3). The recording of an additional, more recent date value in this sub-property will result in the automatic generation of a replacement date value in Sub-property 18.5. Also see sub-properties 18.3 Disposal Action and 18.5 Disposal Action Due. Some trigger event dates may need to be entered manually (for example, a date of birth for an individual). Others will be automatically generated (for example, as a result of a business action that involves the record, or a recordkeeping action such as last viewed). Individual records (items) can only be covered by one disposal action, hence one set of disposal trigger dates. Series or transaction sequences covered by more than one disposal class, and hence more than one disposal action and set of disposal trigger dates, should be described using multiple instances of the Disposal property.

Label: Disposal Action Due
Name: disposalActionDue
Ref. No.:18.5
Sub-property of: Disposal

Definition	The date a disposal action is due to occur, based on the date a specified trigger event occurs.
Obligation	Conditional.
Conditions of Use	Must be used once Sub-property 18.3 Disposal Action is known and Sub-property 18.4 Disposal Trigger Date has a value. Must be updated when more recent dates for trigger events are recorded in Sub-property 18.4 Disposal Trigger Date.
Applicability	All Record entities except Archives and Archive.
Repeatable?	Y for retain as national archives (RNA)/permanent value records only.
Default Value	–
Scheme	ISO 8601 – Standard for Representation of Dates and Times (see Appendix D5 for more information).
Comments	It will often be the case that the due date for a disposal action will not be known at the time of record creation, even though the record is covered by a records authority and a disposal class. However, this sub-property must have a value before any disposal actions take place on records. The date value for this sub-property will usually be automatically generated by the date value recorded in Sub-property 18.4 Disposal Trigger Date. The recording of an additional, more recent date value in Sub-property 18.4 will result in the automatic generation of a new date value in this sub-property. Records sentenced as 'retain as national archives' (RNA) should have an initial review date assigned under this sub-property. At the time of the review, agencies should determine whether the records are still required in-house for business purposes, or whether they can be transferred into archival custody. In the former case, agencies should assign another review date. In the latter case, they should negotiate with the National Archives of Australia an expected transfer date of the records. The expected transfer date should also be recorded in this sub-property. Individual records can only be covered by one disposal action and thus will only have one action due date. Series or transaction sequences covered by more than one disposal class and, hence with more than one disposal action, set of disposal trigger dates and disposal action due date, should be described using multiple instances of the Disposal property.

19 Format

Label: Format
Name: format
Ref. No.:19

Definition	Information about the logical form of a digital record.	
Purpose	To provide specific information on which decisions about the storage, preservation and rendering of records can be made. To enable searching on records of a particular data format for management or resource discovery purposes. To facilitate preservation and storage management. To enable movement of records from one medium or location to another based on their particular data format, so that records of the same data format can be managed together, migrated at the same time, etc. To provide pointers to more detailed information about the format of a digital record or the application software used to create a digital record.	
Container?	Y	
Obligation	Conditional.	
Conditions of Use	Must be used only if the record is digital.	
Sub-properties	Ref. No.:19.1	Label: Format Name
	Ref. No.:19.2	Label: Format Version
	Ref. No.:19.3	Label: Creating Application Name
	Ref. No.:19.4	Label: Creating Application Version
	Ref. No.:19.5	Label: Format Registry
Applicability	Digital Item/Object Record entity only.	
Repeatable?	N	
Default Value	–	
Comments	Information provided for this property may be used to determine preservation actions for digital records. Information provided should be as complete as possible to ensure that file formats are accurately identified.	

Label: Format Name
Name: formatName
Ref. No.:19.1
Sub-property of: Format

Definition	The logical file form of the record.
Obligation	Conditional.
Conditions of Use	Must be used if Sub-property 19.3 Creating Application Name is not recorded.
Applicability	Digital Item/Object Record entity only.
Repeatable?	N
Default Value	–
Scheme	Format names should be drawn from format registries such as the Global Digital Format Registry (GDFR: http://collaborate.oclc.org/wiki/gdfr/about.html) or the PRONOM service of the UK National Archives (http://www.nationalarchives.gov.uk/pronom/). If the Format Name is drawn from a format registry, the details of the registry entry must be recorded in Sub-property 19.5 Format Registry.
Comments	This sub-property is not intended to include detailed technical specifications of the data format. Such information is available elsewhere, for example, in format registries. In situations where the information will be needed (for example, to make a decision about migration strategies), links to the technical description should be provided in Sub-property 19.5 Format Registry.

Label: Format Version
Name: formatVersion
Ref. No.:19.2
Sub-property of: Format

Definition	The version of the logical file form of the record.
Obligation	Conditional.
Conditions of Use	May only be used if Sub-property 19.1 Format Name is recorded.
Applicability	Digital Item/Object Record entity only.
Repeatable?	N
Default Value	–
Scheme	–
Comments	This sub-property should be used to record format version information when known. If format version information is drawn from a format registry, the details of the registry entry must be recorded in Sub-property 19.5 Registry Name.

Label: Creating Application Name
Name: creatingApplicationName
Ref. No.:19.3
Sub-property of: Format

Definition	The name of the software application that created the record.
Obligation	Conditional.
Conditions of Use	Must be used if Sub-property 19.1 Format Name is not recorded.
Applicability	Digital Item/Object Record entity only.
Repeatable?	N
Default Value	–
Scheme	–
Comments	Application names should be drawn from format registries such as the Global Digital Format Registry (GDFR: http://collaborate.oclc.org/wiki/gdfr/about.html) or the PRONOM service of the UK National Archives (http://www.nationalarchives.gov.uk/pronom/).

Label: Creating Application Version
Name: creatingApplicationVersion
Ref. No.:19.4
Sub-property of: Format

Definition	The version of the software application that created the record.
Obligation	Conditional.
Conditions of Use	May only be used if Sub-property 19.3 Creating Application Name is recorded.
Applicability	Digital Item/Object Record entity only.
Repeatable?	N
Default Value	–
Scheme	–
Comments	The version of the software application that created the record is necessary to ensure that digital records can be migrated, preserved and rendered correctly. If software application version information is drawn from a format registry, the details of the registry entry must be recorded in Sub-property 19.5 Registry Name.

Label: Format Registry
Name: formatRegistry
Ref. No.:19.5
Sub-property of: Format

Definition	A registry from which details about formats and creating application software are drawn.
Obligation	Conditional.
Conditions of Use	Must be used when information about formats or creating applications is drawn from a format registry.
Applicability	Digital Item/Object Record entity only.
Repeatable?	N
Default Value	–
Scheme	Global Digital Format Registry (GDFR): http://collaborate.oclc.org/wiki/gdfr/about.html PRONOM: http://www.nationalarchives.gov.uk/PRONOM/default.htm
Comments	This sub-property must include the name of the format registry used. A unique identifier for the relevant entry in the registry should also be used, for example: 'PRONOM x-sfw/146'.

20 Extent

Label: Extent
Name: extent
Ref. No.:20

Definition	The physical dimensions or logical size or duration of the record.	
Purpose	To provide information about the dimensions or logical size or duration of the record and the amount of storage space (either physical or electronic) that it requires. To enable the informed selection of a storage medium for large or small numbers of records, records with large file sizes or records that are frequently accessed.	
Container?	Y	
Obligation	Mandatory.	
Conditions of Use	–	
Sub-properties	Ref. No.:20.1	Label: Physical Dimensions
	Ref. No.:20.2	Label: Logical Size
	Ref. No.: 20.3	Label: Quantity
	Ref. No.:20.4	Label: Units
Applicability	All record entities.	
Repeatable?	Y	
Default Value	–	
Comments	This sub-property must be updated whenever records are migrated to new formats.	

Label: Physical Dimensions
Name: physicalDimensions
Ref. No.:20.1
Sub-property of: Extent

Definition	The dimensions of a physical record, including length, breadth and depth, and (where relevant) weight and volume.
Obligation	Conditional.
Conditions of Use	Must only be used if the record is in physical form.
Applicability	Non-aggregated Record entity only.
Repeatable?	N
Default Value	–
Scheme	–

Comments	Values for this property will be in the form of a text string describing the dimensions of physical records. If length, breadth and depth are being recorded, the measurements must be given in that order, separated by commas. The physical unit of measurement used must be specified in Sub-property 20.4 Units.

Label: Logical Size
Name: logicalSize
Ref. No.:20.2
Sub-property of: Extent

Definition	The logical size or duration of the record.
Obligation	Conditional.
Conditions of Use	Must only be used if the record is in electronic (including digital) form.
Applicability	Digital Record entity only.
Repeatable?	N
Default Value	–
Scheme	–
Comments	This sub-property records numbers only, without the units attached, to enable machine processing of values. Units must be specified in Sub-property 20.4 Units.

Label: Quantity
Name: quantity
Ref. No.:20.3
Sub-property of: Extent

Definition	The total number or amount of records held in an aggregation.
Obligation	Conditional.
Conditions of Use	Must only be used where aggregations of records are being described.
Applicability	Aggregated Record entities only – File, Series, Archive and Archives.
Repeatable?	N
Default Value	–
Scheme	–
Comments	This sub-property records the number of records in an aggregation, for example, the number of items in a file, the number of files in a series, or the number of series in an archive.

Label: Units
Name: units
Ref. No.:20.4
Sub-property of: Extent

Definition	The units used to record the dimensions of a physical record or the logical size or duration of a digital record.
Obligation	Mandatory.
Conditions of Use	–
Applicability	Record entity only.
Repeatable?	N
Default Value	–
Scheme	For recording digital extent only, use Digital Units Scheme (see Appendix D19).
Comments	To specify units used for recording digital extent, values should be taken from the National Archives of Australia-defined scheme at Appendix D19. Units used for weight, volume, duration, etc., should be specified by the agency. Separation of the units of measurement from the actual number of units enables machine processing of the values for sub-properties 20.1 Physical Dimensions and 20.2 Logical Size.

21 Medium

Label: Medium
Name: medium

Ref. No.:21

Definition	The physical 'carrier' on which a digital record is stored. For physical records, the material of the record.
Purpose	To keep track of how a record is stored. To provide information about the capacity or physical size limitations of a storage medium. To enable forward planning for preservation actions such as the refreshing of records from one medium to another. To facilitate the development of effective strategies for the continued storage and preservation of records. To enable the informed selection of a storage medium for large or small numbers of records, records with large file sizes or records that are frequently accessed.
Container?	N
Obligation	Conditional.
Conditions of Use	Mandatory for Physical Record entities. Optional for Digital Record entities.
Applicability	All Record entities except Archive and Archives.
Repeatable?	N
Default Value	–
Scheme	–
Comments	–

22 Integrity Check

Label: Integrity Check
Name: integrityCheck
Ref. No.:22

Definition	A method for determining whether the bits that make up a digital record have been changed in the course of transmission or storage. Sometimes referred to as 'fixity'.	
Purpose	To verify whether an object has been altered in an undocumented or unauthorised way. To assist in the preservation of records over time.	
Container?	Y	
Obligation	Conditional.	
Conditions of Use	Required for digital records transferred between systems, including those transferred from agencies to the National Archives of Australia.	
Sub-properties	Ref. No.:22.1	Label: Hash Function Name
	Ref. No.:22.1	Label: Message Digest
Applicability	Record entity only.	
Repeatable?	N	
Default Value	–	
Comments	–	

Label: Hash Function Name
Name: hashFunctionName
Ref. No.:22.1
Sub-property of: Integrity Check

Definition	A reproducible algorithmic method that transforms a string of characters (for example, a digital object) into a usually shorter value of fixed length, or a key that represents the original value.
Obligation	Mandatory.
Conditions of Use	–
Applicability	Record entity only.
Repeatable?	N
Default Value	'MD5' (currently required by the National Archives of Australia for digital records transferred from agencies).
Scheme	Hash Function Scheme (see Appendix D20).

Comments	Use of this sub-property is a requirement for digital records transferred to the National Archives of Australia. When used, this sub-property **must** be used in conjunction with Sub-property 22.2 Message Digest to specify the actual value generated by the hash function. Values should be taken from a locally defined controlled vocabulary that includes the value 'MD5', as shown at Appendix D20.

Label: Message Digest
Name: messageDigest
Ref. No.:22.2
Sub-property of: Integrity Check

Definition	The actual value that represents the record, generated by the hash function. This value is often, but incorrectly, referred to as a 'checksum'.
Obligation	Mandatory.
Conditions of Use	–
Applicability	Record entity only.
Repeatable?	N
Default Value	–
Scheme	–
Comments	The value for this sub-property will be a fixed length string. This sub-property **must** be used in conjunction with Sub-property 22.1 Hash Function Name to specify the name of the specific algorithm used to generate the value.

23 Location

Label: Location
Name: location
Ref. No.:23

Definition	The current (physical or system) location of the record.
Purpose	To keep track of records for which the agency is responsible. To act as a storage-management tool. To enable ease of identification of the record's current location, for retrieval when required.
Container?	N
Obligation	Conditional
Conditions of Use	–
Applicability	Record entity only.
Repeatable?	Y for Series, Archive, Archives and Record entities only; otherwise N.
Default Value	–
Scheme	–
Comments	This sub-property should be used when the record is not located within a recordkeeping system but is held in some other type of storage, either virtual or physical. It should be used when it is necessary to distinguish record location for management purposes from record identity for access purposes, as expressed by the Identifier property.

24 Document Form

Label: Document Form
Name: documentForm
Ref. No.:24

Definition	Information about the recognised form the record takes, which governs its internal structure and relates to its transactional purpose. Document form can relate to the activity that a record documents.
Purpose	To facilitate searching and retrieval. To provide additional information about the activity or purpose of a record. To enhance understanding or interpretation of a record.
Container?	N
Obligation	Optional.
Conditions of Use	–
Applicability	Item/Object Record entity only.
Repeatable?	N
Default Value	–
Scheme	Document Form Scheme (see Appendix D21).
Comments	Values for this sub-property should be taken from the National Archives of Australia controlled list of Document Forms in Appendix D21. The controlled list can be linked to the recordkeeping or business system and, when called up by an agent, used as a trigger to enable other properties to be system-assigned.

25 Precedence

Label: Precedence
Name: precedence
Ref. No.:25

Definition	A mechanism by which the current time sensitiveness of a record can be flagged.
Purpose	To facilitate internal organisational approaches to dealing with messages that require urgent attention and action.
Container?	N
Obligation	Optional.
Conditions of Use	–
Applicability	All Record entities except Archive.
Repeatable?	N
Default Value	–
Scheme	Document Precedence Scheme (see Appendix D22). Domain-specific schemes may also be used.
Comments	Use this sub-property to indicate that action on the part of the recipient is required and the urgency of that action. Values should be taken from a controlled list of terms with appropriate definitions. Possible values include those in the National Archives of Australia-defined list at Appendix D22. Agencies may use these or their own domain-specific terms and definitions.

26 Dissemination Limiting Markers (DLMs)

Label: Dissemination Limiting Markers
Name: disseminationLimitingMarkers
Ref. No.:26

Definition	A label that denotes the sensitivity of a record, mandate or business.
Purpose	To facilitate authorised access to records, or to particular business functions, activities or transactions, by agency staff or the public. To enable records, business functions, activities or transactions, and mandates with sensitivities which do not require security classification to be appropriately identified and managed. To alert users to restrictions on access to records and mandates. To prevent access to records, or to particular business functions, activities or transactions, by those with insufficient permissions.
Container?	N
Obligation	Conditional for Record and Mandate entities. Optional for Business entity.
Conditions of Use	Must be used if the record or mandate has a dissemination limiting marker. May be used for business functions, activities and transactions at the discretion of the agency.
Applicability	Record, Business and Mandate entities only.
Repeatable	Y
Default Value	–
Scheme	*Protective Security Policy Framework (PSPF)* Dissemination limiting markers (DLMs). (see Appendix D23 for more information).
Comments	The disclosure of records with DLMs may be limited or prohibited by legislation or such records may otherwise require special handling. 'Sensitive: Cabinet' is a DLM that must be accompanied by a security classification protective marker of at least 'Protected'. (See Property 9)

APPENDIXES

APPENDIX A: MAPPING OF 1999 VERSION 1.0 TO 2015 VERSION 2.2

Table A1: Mapping of 1999 Recordkeeping Metadata Standard for Commonwealth Agencies Version 1.0 to 2015 Australian Government Recordkeeping Metadata Standard Version 2.2

RkMSCA Element	RkMSCA Sub-element	AGRkMS Entity	AGRkMS Property	AGRkMS Sub-property
1 AGENT		Record Agent		
	Agent type	Agent	1 Category	
	Jurisdiction	Agent	8 Jurisdiction	
	Corporate ID	Agent	2 Identifier – for Organisation category	
	Corporate Name	Agent	3 Name – for Organisation category	
	Person ID	Agent	2 Identifier – for Person category	
	Personal Name	Agent	3 Name – for Person category	
	Section Name	Agent	3 Name – for Work Group category	
	Position Name	Agent	14 Position	
	Contact Details	Agent	13 Contact	13.1 Contact Details
	Email	Agent	13 Contact	13.2 Contact Type 13.1 Contact Details

RkMSCA Element	RkMSCA Sub-element	AGRkMS Entity	AGRkMS Property	AGRkMS Sub-property
	Digital Signature	Record	24 Document Form 2 Identifier	 2.1 Identifier String 2.2 Identifier Scheme
2 RIGHTS MANAGEMENT		Record Agent Mandate		
	Security Classification	Record/Business/Mandate	9 Security Classification	
	Caveat	Record/Mandate	9 Security Classification	Where value = ‘
	Codeword	Record/Mandate	10 Security Caveat	Where 10.2 Caveat Category = ‘Codeword‘ or ‘Source Codeword‘
	Releasability Indicator	Agent Record/Mandate	11 Permissions 10 Security Caveat	Where 11.2 Permission Type = ‘Security‘ Where 10.2 Caveat Category = ‘Eyes Only‘, ‘AGAO‘, ‘Releasability‘ or ‘Special-handling Caveat‘
	Access Status	Record	12 Rights	12.3 Rights Status
	Usage Conditions	Record	12 Rights	12.1 Rights Statement
	Encryption Details	Record	24 Document Form	Where value = ‘Digital Certificate‘
3 TITLE		Record		

RkMSCA Element	RkMSCA Sub-element	AGRkMS Entity	AGRkMS Property	AGRkMS Sub-property
		Agent Business Mandate Relationship		
	Scheme Type	All	3 Name	3.2 Name Scheme
	Scheme Name	All	3 Name	3.2 Name Scheme
	Title Words	All	3 Name	3.1 Name Words
	Alternative	All	[Name is repeatable]	–
4 SUBJECT		Record	17 Keyword	Where 17.3 Keyword Scheme Type = 'Subject'
	Keyword	Record	17 Keyword	17.1 Keyword Term
	Second Level Keyword	Record	17 Keyword	17.1 Keyword Term
	Third Level Keyword	Record	17 Keyword	17.1 Keyword Term
5 DESCRIPTION		Record Agent Business Mandate Relationship	5 Description	
6 LANGUAGE		Record Agent	15 Language	

RkMSCA Element	RkMSCA Sub-element	AGRkMS Entity	AGRkMS Property	AGRkMS Sub-property
7 RELATION		Relationship		
	Related Item ID	Relationship	6 Related Entity	6.1 Assigned Entity ID
	Relation Type	Relationship	1 Category 3 Name	
	Relation Description	Relationship	5 Description 7 Change History	 7.1 Property Name 7.2 Prior Value
8 COVERAGE		Record Mandate		
	Jurisdiction	Record	16 Coverage	16.1 Jurisdictional Coverage
	Place Name	Record/Mandate	16 Coverage	16.3 Spatial Coverage
	Period Name	Record	16 Coverage	16.2 Temporal Coverage
9 FUNCTION		Business Record		 For Record, where 17.3 Keyword Scheme Type = 'Function'
	Function Descriptor	Business Record	1 Category 3 Name 17 Keyword	Category = 'Function' 17.1 Keyword Term

RkMSCA Element	RkMSCA Sub-element	AGRkMS Entity	AGRkMS Property	AGRkMS Sub-property
	Activity Descriptor	Business Record	1 Category 3 Name 17 Keyword	Category = 'Activity' 17.1 Keyword Term
	Third Level Descriptor	Business Record	1 Category 3 Name 17 Keyword	Category = 'Transaction' 17.1 Keyword Term
10 DATE		Record Agent Business Mandate Relationship	4 Date Range	
	Date/Time Created	All	4 Date Range	4.1 Start Date
	Date/Time Transacted	Relationship	1 Category 3 Name 4 Date Range 6 Related Entity	 4.1 Start Date 6.1 Assigned Entity ID
	Date/Time Registered	Relationship	1 Category 3 Name 4 Date Range 6 Related Entity	 4.1 Start Date 6.1 Assigned Entity ID

RkMSCA Element	RkMSCA Sub-element	AGRkMS Entity	AGRkMS Property	AGRkMS Sub-property
11 TYPE		Record	24 Document Form	
12 AGGREGATION LEVEL		Record Agent (in some cases) Business	1 Category	
13 FORMAT		Record		
	Media Format	Record	24 Document Form	
	Data Format	Record	19 Format	19.1 Format Name
	Medium	Record	21 Medium	
	Extent	Record	20 Extent	
14 RECORD IDENTIFIER		Record Relationship	2 Identifier 6 Related Entity	6.1 Assigned Entity ID, where Related Entity is 'Record'
15 MANAGEMENT HISTORY		Relationship (where 1 Category = 'Recordkeeping Event')		
	Event Time/Date	Relationship	4 Date Range	4.1 Start Date 4.2 End Date
	Event Type	Relationship	1 Category 3 Name	
	Event Description	Relationship	5 Description	

RkMSCA Element	RkMSCA Sub-element	AGRkMS Entity	AGRkMS Property	AGRkMS Sub-property
			7 Change History	7.1 Property Name 7.2 Prior Value
16 USE HISTORY		Relationship (where 1 Category = 'Recordkeeping Event')		
	Use Time/Date	Relationship	4 Date Range	4.1 Start Date 4.2 End Date
	Use Type	Relationship	1 Category 3 Name	
	Use Description	Relationship	5 Description 7 Change History	 7.1 Property Name 7.2 Prior Value
17 PRESERVATION HISTORY		Relationship (where 1 Category = 'Recordkeeping Event')		
	Action Date/Time	Relationship	4 Date Range	4.1 Start Date 4.2 End Date
	Action Type	Relationship	1 Category 3 Name	
	Action Description	Relationship	5 Description 7 Change History	 7.1 Property Name

RkMSCA Element	RkMSCA Sub-element	AGRkMS Entity	AGRkMS Property	AGRkMS Sub-property
				7.2 Prior Value
	Next Action	Relationship	1 Category 3 Name	
	Next Action Due	Relationship	4 Date Range	4.1 Start Date
18 LOCATION		Record Agent		
	Current Location	Record	23 Location	
	Home Location Details	Record	23 Location	
	Home Storage Details	Record	23 Location	
	RKS ID	Agent (where 1 Category = 'Mechanism')	2 Identifier	2.1 Identifier String
19 DISPOSAL		Record		
	Disposal Authorisation	Record	18 Disposal	18.1 Records Authority 18.2 Disposal Class ID
	Sentence	Record	18 Disposal	18.3 Disposal Action 18.4 Disposal Trigger
	Disposal Action Due	Record	18 Disposal	18. 5 Disposal Action Due
	Disposal Status	–	–	–

RkMSCA Element	RkMSCA Sub-element	AGRkMS Entity	AGRkMS Property	AGRkMS Sub-property
20 MANDATE		Mandate		
	Mandate Type	Mandate	1 Category	
	Refers To	Mandate	5 Description	
	Mandate name	Mandate	3 Name	3.1 Name Words
	Mandate Reference	Mandate	2 Identifier	
	Requirement	Mandate	5 Description	

APPENDIX B: MAPPING BETWEEN PREMIS VERSION 2.0 AND AUSTRALIAN GOVERNMENT RECORDKEEPING METADATA STANDARD VERSION 2.2

PREMIS refers to 'semantic units' where this standard (AGRkMS) refers to 'properties'. However, they amount to the same thing, that is, characteristics of digital objects that need to be described in order to ensure the objects remain accessible and useable over time. In PREMIS, all semantic units above the bottom-most level of the hierarchy are referred to as 'containers'. Where the AGRkMS has properties and sub-properties (that is, only two hierarchical levels), PREMIS has hierarchies of containers and semantic units that can be up to four levels deep, for example:

environment – dependency – dependencyIdentifier – dependencyIdentifierType.

On the PREMIS side of the mapping below, only semantic units and their reference number are shown.

Table B1: Mapping Between PREMIS Version 2.0 and Australian Government Recordkeeping Metadata Standard Version 2.2

PREMIS Entity	Semantic Unit No.	Semantic Unit	AGRkMS Entity	AGRkMS Property	AGRkMS Sub-property
OBJECT	1.1.1	objectIdentifierType	RECORD	Identifier	Identifier Type
	1.1.2	objectIdentifierValue		Identifier	Identifier String
	1.2	objectCategory			
	1.3.1	preservationLevelValue			
	1.3.2	preservationLevelRole			
	1.3.3	preservationLevelRationale			
	1.3.4	preservationLevelDateAssigned			
	1.4.1	significantPropertiesType			
	1.4.2	significantPropertiesValue			
	1.4.3	significantPropertiesExtension			
	1.5.1	compositionLevel			

PREMIS Entity	Semantic Unit No.	Semantic Unit	AGRkMS Entity	AGRkMS Property	AGRkMS Sub-property
	1.5.2.1	messageDigestAlgorithm		Integrity Check	Hash Function Name
	1.5.2.2	messageDigest		Integrity Check	Message Digest
	1.5.2.3	messageDigestOriginator			
	1.5.3	size		Extent	Logical size
				Extent	Units
	1.5.4.1.1	formatName		Format	Format Name
	1.5.4.1.2	formatVersion		Format	Format Version
	1.5.4.2.1	formatRegistryName		Format	Format Registry
	1.5.4.2.2	formatRegistryKey			
	1.5.4.2.3	formatRegistryRole			
	1.5.5.1	creatingApplicationName		Format	Creating Application Name
	1.5.5.2	creatingApplicationVersion		Format	Creating Application Version
	1.5.5.3	dateCreatedByApplication		Date	Start Date
	1.5.5.4	creatingApplicationExtension			
	1.5.6.1	inhibitorType			
	1.5.6.2	inhibitorTarget			
	1.5.6.3	inhibitorKey			
	1.5.7	objectCharacteristicsExtension			

PREMIS Entity	Semantic Unit No.	Semantic Unit	AGRkMS Entity	AGRkMS Property	AGRkMS Sub-property
	1.6	originalName		Name	Name Words
	1.7.1.1	contentLocationType			
	1.7.1.2	contentLocationValue		Location	
	1.7.2	storageMedium		Medium	
	1.8.1	environmentCharacteristic			
	1.8.2	environmentPurpose			
	1.8.3	environmentNote			
	1.8.4.1	dependencyName			
	1.8.4.2.1	dependencyIdentifierType			
	1.8.4.2.1	dependencyIdentifierValue			
	1.8.5.1	swName			
	1.8.5.2	swVersion			
	1.8.5.3	swType			
	1.8.5.4	swOtherInformation			
	1.8.5.5	swDependency			
	1.8.6.1	hwName			
	1.8.6.2	hwType			
	1.8.6.3	hwOtherInformation			
	1.8.7	environmentExtension			

PREMIS Entity	Semantic Unit No.	Semantic Unit	AGRkMS Entity	AGRkMS Property	AGRkMS Sub-property
	1.9.1.1	signatureEncoding			
	1.9.1.2	signer			
	1.9.1.3	signatureMethod			
	1.9.1.4	signatureValue			
	1.9.1.5	signatureValidationRules			
	1.9.1.6	signatureProperties			
	1.9.1.7	keyInformation			
	1.9.2	signatureInformationExtension			
	1.10.1	relationshipType	RELATIONSHIP	Category	
	1.10.2	relationshipSubType		Name	Name Words
	1.10.3.1	relatedObjectIdentifierType			
	1.10.3.2	relatedObjectIdentifierValue		Related Entity	Entity System ID
	1.10.3.3	relatedObjectSequence		Related Entity	Relationship Role
	1.10.4.1	relatedEventIdentifierType		Identifier	Identifier Type
	1.10.4.2	relatedEventIdentifierValue		Identifier	Identifier String
	1.10.4.3	relatedEventSequence			
	1.11.1	linkingEventIdentifierType			
	1.11.2	linkingEventIdentifierValue			

PREMIS Entity	Semantic Unit No.	Semantic Unit	AGRkMS Entity	AGRkMS Property	AGRkMS Sub-property
	1.12.1	linkingIntellectualEntityIdentifierType			
	1.12.2	linkingIntellectualEntityIdentifierValue			
	1.13.1	linkingRightsStatementIdentifierType	RECORD	Rights	Rights Type
	1.13.2	linkingRightsStatementIdentifierValue		Rights	Rights Statement
EVENT	2.1.1	eventIdentifierType	RELATIONSHIP	Identifier	Identifier Type
	2.1.2	eventIdentifierValue		Identifier	Identifier String
	2.2	eventType		Category	
				Name	Name Words
	2.3	eventDateTime		Date	Start Date; End Date
	2.4	eventDetail		Description	
	2.5.1	eventOutcome			
	2.5.2.1	eventOutcomeDetailNote		Change History	Prior Value
	2.5.2.2	eventOutcomeDetailExtension			
	2.6.1	linkingAgentIdentifierType			
	2.6.2	linkingAgentIdentifierValue		Related Entity	Entity System ID
	2.6.3	linkingAgentRole		Related Entity	Relationship Role

PREMIS Entity	Semantic Unit No.	Semantic Unit	AGRkMS Entity	AGRkMS Property	AGRkMS Sub-property
	2.7.1	linkingObjectIdentifierType			
	2.7.2	linkingObjectIdentifierValue		Change History	Relationship ID
	2.7.3	linkingObjectIdentifierRole			
AGENT	3.1.1	agentIdentifierType	AGENT	Identifier	Identifier Type
	3.1.2	agentIdentifierValue		Identifier	Identifier String
	3.2	agentName		Name	Name Words
	3.3	agentType		Category	
RIGHTS	4.1.1.1	rightsStatementIdentifierType	RECORD		
	4.1.1.2	rightsStatementIdentifierValue			
	4.1.2	rightsBasis		Rights	Rights Category
	4.1.3.1	copyrightStatus			
	4.1.3.2	copyrightJurisdiction			
	4.1.3.3	copyrightStatusDeterminationDate			
	4.1.3.4	copyrightNote			
	4.1.4.1.1	licenseIdentifierType			
	4.1.4.1.2	licenseIdentifierValue			
	4.1.4.2	licenseTerms		Rights	Rights Statement
	4.1.4.3	licenseNote			
	4.1.5.1	statuteJurisdiction	MANDATE	Jurisdiction	

PREMIS Entity	Semantic Unit No.	Semantic Unit	AGRkMS Entity	AGRkMS Property	AGRkMS Sub-property
	4.1.5.2	statuteCitation		Identifier	Identifier String
	4.1.5.3	statuteInformationDeterminationDate			
	4.1.5.4	statuteNote			
	4.1.6.1	act	AGENT	Permissions	Permissions Text
	4.1.6.2	restriction			
	4.1.6.3.1	startDate			
	4.1.6.3.2	endDate			
	4.1.6.4	rightsGrantedNote			
	4.1.7.1	linkingObjectIdentifierType			
	4.1.7.2	linkingObjectIdentifierValue			
	4.1.8.1	linkingAgentIdentifierType			
	4.1.8.2	linkingAgentIdentifierValue			
	4.1.8.3	linkingAgentRole			
	4.2	rightsExtension			

APPENDIX C: MAPPING OF 2015 AUSTRALIAN GOVERNMENT RECORDKEEPING METADATA STANDARD VERSION 2.2 SELECTED PROPERTIES TO AGLS (AS 5044–2010)

Table C1: Mapping of 2015 Standard Record Entity Properties to AGLS Elements

Property	Obligation	AGLS Equivalent	Comments
1 CATEGORY	Mandatory	aggregationLevel	Partial mapping: 'Archive', 'Series', 'Other Aggregation' => 'Collection' 'Item/Object' => 'Item'
2 IDENTIFIER	Mandatory	identifier	Partial mapping: 2.1 Identifier String => identifier 2.3 Identifier Scheme => scheme or data type attribute
3 NAME	Mandatory	title	Partial mapping: 3.1 Name Words => title 3.2 Name Scheme does not map unless scheme attribute is used with AGLS property
4 DATE RANGE	Mandatory	created	Partial mapping: 4.1 Start Date => created 4.2 End Date does not map
5 DESCRIPTION	Optional	description	Maps fully
8 JURISDICTION	Optional	–	No mapping (should not be confused with

Property	Obligation	AGLS Equivalent	Comments
			coverage)
9 SECURITY CLASSIFICATION	Conditional	protectiveMarking	Maps fully
10 SECURITY CAVEAT	Conditional	rights	Partial mapping: 9.1 Caveat Text => rights 9.2 Caveat Category does not map
12 RIGHTS	Conditional	rights	Partial mapping: 11.1 Rights Statement => rights 11.2 Rights Type does not map 11.3 Rights Status does not map
15 LANGUAGE	Conditional	language	Maps fully
16 COVERAGE	Optional	coverage	Maps fully
17 KEYWORD	Conditional	subject (with use of scheme) function (with use of scheme)	Maps fully
18 DISPOSAL	Mandatory	–	Does not map
19 FORMAT	Conditional	format	Maps fully
20 EXTENT	Mandatory	extent	Concatenate AGRkMS sub-property values to AGLS property value.
21 MEDIUM	Conditional	medium	Maps fully
22 INTEGRITY CHECK	Conditional	–	Does not map
23 LOCATION	Conditional	–	Does not map (should not be confused with identifier)

Property	Obligation	AGLS Equivalent	Comments
24 DOCUMENT FORM	Optional	documentType	AGRkMS Document Form and AGLS Document Type controlled lists are largely interchangeable
25 PRECEDENCE	Optional	–	Does not map
26 DISSEMINATION LIMITING MARKERS	Conditional	protectiveMarking	Maps fully

APPENDIX D: ENCODING SCHEMES FOR USE WITH THE AUSTRALIAN GOVERNMENT RECORDKEEPING METADATA STANDARD

D1: Entity Type Scheme

Use with Property 0 Entity Type for multiple-entity implementations.

Table D1: Entity Types

Entity Type Name	Description
Record	Information in any format created, received and maintained as evidence by an organisation or person, in pursuance of legal obligations or in the transaction of business. A record may comprise an electronic or paper-based document or group of aggregated documents. (Adapted from AS ISO 15489.1:2002)
Agent	A corporate entity, organisational element or system, or individual responsible for the performance of some business activity, including actions on records.
Business	A business function, activity or transaction performed by, or assigned to, an organisation or its employees.
Mandate	A source of business requirements, including recordkeeping requirements.
Relationship	An association between two or more entities that has relevance in a business and/or recordkeeping context.

D2: Category Type Schemes

Use with Property 1 Category.

D2.1: Record Category Scheme

Use when 0 Entity Type = 'Record'.

Table D2.1: Record Categories

Category Name	Definition
Archives	All of the records within a specified society, jurisdiction or sector brought into an encompassing framework. (Adapted from ISO/TS 23081–2:2007)
Archive	The whole body of records of an organisation or individual. (ISO/TS 23081–2:2007)
Series	A group of records created or maintained by an organisation or person that, regardless of currency, value or present custody, are in the same identifiable sequence, or result from the same accumulation or filing process, and are of similar function, format or information content.
File	A sequence of items, physically or virtually linked, that provides evidence of organisational or business activity. A file can be physical or electronic. (Adapted from ISO/TS 23081–2:2007)
Transaction Sequence	A sequence of items, physically or virtually linked, that shows one coherent transaction leading to a specific outcome. (ISO/TS 23081–2:2007)
Item	The smallest discrete unit of records managed as an entity. (ISO/TS 23081–2:2007)

D2.2: Agent Category Scheme

Use when 0 Entity Type = 'Agent'.

Table D2.2: Agent Categories

Category Name	Definition
Institution	Groups of organisations, such as agencies, associated with broader functions in the sense of high-level societal purposes (Adapted from ISO/TS 23081–2:2007)
Organisation	A distinct and recognisable body, such as an agency, that has responsibility for carrying out administrative functions.
Work Group	A formal or informal collection of people or positions aligned for management purposes to achieve a business outcome. (ISO/TS 23081–2:2007)
Person	An individual who carries out business transactions. (ISO/TS 23081–2:2007)
Mechanism	A physical mechanism or electronic system that carries out business transactions.

D2.3: Business Category Scheme

Use when 0 Entity Type = 'Business'.

Table D2.3: Business Categories

Category Name	Definition
Ambient Function	A high-level function that exists outside the boundaries of an organisation. An ambient function provides the broader societal context in which an organisation's business functions are performed. (ISO/TS 23081–2:2007)
Function	A major responsibility managed by an organisation to fulfil its goals. Functions are high-level aggregates of an organisation's activities. (ISO/TS 23081–2:2007)
Activity	A major task performed by an organisation to accomplish each of its functions. (ISO/TS 23081–2:2007)
Transaction	The smallest unit of business activity. (ISO/TS 23081–2:2007)

D2.4: Mandate Category Scheme

Use when 0 Entity Type = 'Mandate'.

Table D2.4: Mandate Categories

Category Name	Definition
Legislation	A legal mandate containing written laws approved by Commonwealth or state/territory legislatures.
Regulation	A mandate that exists in a piece of subsidiary legislation (that is, a Regulation issued pursuant to an Act).
Policy	A formal set of generic instructions governing the manner in which, and standards to which, business actions are to be performed. (ISO/TS 23081–2:2007)
Business Rule	A set of discrete procedural instructions put in place to meet specific business (including recordkeeping) requirements. (Based on ISO/TS 23081–2:2007)
Stakeholder Requirement	An identified business need governing the retention, access and use of records.
Community Expectation	An expectation by a community of people that business will be conducted in a particular way, or that particular records will be created, kept or destroyed.
Standard	A mandate that either requires compliance by a particular industry or profession, or recommends best practice in a particular area of work.
Instrument	A mechanism by which a higher-level mandate is implemented.
Code of Conduct	A formal statement of how an individual, or a defined group of individuals, should conduct themselves.
System Specification	A mandate that specifies the functional (including recordkeeping) requirements for a business system.

D2.5: Relationship Category Scheme

Use when 0 Entity Type = 'Relationship'.

Table D2.5: Relationship Categories (extensible)

Category Name	Description
Provenance Relationship	A relationship that provides context to the creation and use of records, such as ownership, succession or associative relationships. While provenance relationships can be applied to any entity at any layer of aggregation, they are generally more common in higher-level aggregations.
Recordkeeping Event	A current or planned action or management activity carried out on a record, such as classification, sentencing, preservation or transfer.

D3: EXTENSIBLE LIST OF IDENTIFIER SCHEMES

Use with Sub-property 2.2 Identifier Scheme.

Table D3: List of Identifier Schemes (extensible)

Scheme Abbreviation and Name		Definition
CRS	Commonwealth Records Series System	A method of describing records and their contexts of creation and management over time. Under the CRS System, the following unique identifiers are assigned by the National Archives of Australia: • Agency Number – assigned to Australian Government agencies; • Organisation Number – assigned to high-level organisations; • Person Number – assigned to persons who created or accumulated Commonwealth records not captured in an agency recordkeeping system; and • Series Number – assigned to Record series.
DOI	Digital Object Identifier	A system, developed by the International DOI Foundation, for identifying and exchanging intellectual property in the digital environment. (Dublin Core Metadata Glossary)
ISBN	International Standard Book Number	A 13-digit number that uniquely identifies books and book-like products published internationally. (ISBN Agency Australia)
ISSN	International Standard Serial Number	A unique eight-digit code for the identification of serial publications. It can be used wherever information on serials needs to be recorded or communicated. (Australian ISSN Agency)
Sys ID [Name]	System Assigned Identifier [System Name]	An identifier automatically assigned to an entity by a system, an application, a database, etc. Agencies may choose to name (or provide a link to information about) the system that assigns the ID (for example, '347134xt [AusTec v2.3]').

Scheme Abbreviation and Name		Definition
URI	Uniform Resource Identifier	The syntax for all names/addresses that refer to resources on the World Wide Web. (Dublin Core Metadata Glossary)
URL	Uniform Resource Locator	A technique for indicating the name and location of internet resources. The URL specifies the name and type of the resource, as well as the computer, device and directory where it may be found. (Dublin Core Metadata Glossary)
URN	Uniform Resource Number	A type of URI (name and address on the internet) that has some assurance of persistence beyond that normally associated with an internet domain or host name. (Dublin Core Metadata Glossary)
UUID	Universally Unique Identifier	A type of URN that is 128 bits long and requires no central registration process. (Internet Engineering Taskforce)

D4: RELATIONSHIP NAME SCHEMES

Use with Sub-property 3.1 Name Words for the Relationship entity.

D4.1: Provenance Relationship Name Scheme

Use when 0 Entity Type = 'Relationship' and 1 Category = 'Provenance Relationship'.

Table D4.1: Provenance Relationship Names

Relationship Name	Definition	Applicability
Associated with	Association is an undefined relationship that is available for making other provenance associations between or within entities. This is an imprecise relationship, to be used at an agency's discretion and according to local business rules.	All entities (all aggregations)
Contains (within entities, not between them)	Containment relationships (also known as 'is part of' or 'has part relationships') often indicate partitioning or segmentation, and often reflect imposed hierarchy.	Record to Record (all aggregations)
		Agent to Agent (all aggregations)
		Business to Business (all aggregations)
		Mandate to Mandate (all aggregations) Note: aggregations of mandates are not strictly hierarchical, and this relationship is less common for mandates that are more likely to be a 'control' (govern) relationship.
Controls	Control relationships define the rules that affect another entity or aggregation.	Record to Record
		Agent to Record (all aggregations)
		Business to Record (all aggregations)

Relationship Name	Definition	Applicability
		Mandate to Record (all aggregations)
		Agent to Agent (all aggregations)
		Agent to Business (all aggregations)
		Agent to Mandate (all aggregations)
		Business to Business (all aggregations)
		Business to Mandate (all aggregations)
		Mandate to Mandate (all aggregations)
Establishes	Establish relationships set up and define the purpose of Business and Agent entities.	Mandate to Business (all aggregations)
		Mandate to Agent (all aggregations)
Owns (restricted to relationships involving agents)	Ownership relations imply responsibility for undertaking action, physical possession or custody, but not always control. Ownership is often seen in inverted commas, as the organisation is always the ultimate owner.	Agent to Record (all aggregations)
		Agent to Agent
		Agent to Business
		Agent to Mandate
Succeeds	Succession relationships are chronologically linked relationships between a predecessor and a successor. They are always a single date rather than a date range and are restricted to relationships within, not between, entities. Succession	Record to Record (all aggregations)
		Agent to Agent (all aggregations)
		Business to Business (all aggregations)

Relationship Name	Definition	Applicability
	relationships are usually, but not always, applicable across a single layer of aggregation. They are different to the Recordkeeping Event Relationship 'is Next to/is Previous to', which is intended to document links between two events that occur in sequence or two parts of something that are created in sequence, without replacement.	Mandate to Mandate (all aggregations)

D4.2: Recordkeeping Event Relationship Name Scheme

Use when 0 Entity Type = 'Relationship' and 1 Category = 'Recordkeeping Event'.

Table D4.2: Recordkeeping Event Relationship Names

Recordkeeping Event Name	Definition
Assigns	Allocates permissions and business responsibilities to agents. Allocates security classifications and caveats, and rights to records.
Attaches to	Creates linkage between two things, typically documents for instance between emails and attachments such as word documents or spread sheets
Authorises	Provides authority to carry out business or to proceed with a course of action.
Backs up	Copies a record entity (of any aggregation) to some form of storage media for protection against loss or corruption of the record entity.
Changes	Changes the value or state of a metadata element or contents of a document (includes additions).
Closes	Declares an aggregation or transaction finalised or ended where no further records or data can be contained, or the value cannot be applied to current records.
Compress	Process of minimising digital space occupied by a resource.
Contributes to	Making a contribution to the content of the record.
Converts	Change of digital record from one format to another.
Creates	Responsible for making the content of the record.
Decrypts	Processes of converting encrypted data back into its original form so it can be understood.
Deletes	An action that deletes (not changes) the values from a metadata element.
Destroys	Process of physically destroying the contents of a record object.
Digitises	Process of converting a record into digital form for alternative use.
Documents	Renders in written form evidence that a transaction/event was undertaken.

Recordkeeping Event Name	Definition
Downloaded	Process of copying data from its storage location to a local drive (either within or external to the organisation).
Embedded in	Process of incorporating an object capable of standing independently into another document.
Encrypts	Process of applying an encryption protocol that renders digital data unreadable except to those possessing the key to decrypt.
Recordkeeping Event Name	Definition
Is version of	Creation of a link between two documents where the later document changes the earlier document and both are retained.
Microfilms	Process of converting a paper or digital document into a rendition stored on microfilm.
Migrates	Process of transferring records from one system to another while maintaining authenticity and without major conversion or inputting of data.
Next in Sequence	Establishment of a link between a transaction or activity and the preceding transaction or activity where they occur in sequence, or an item, file or series and the preceding item, file or series where they are created in sequence. Different from the Provenance Relationship 'Succession', which is intended to convey something taking the place of, or replacing, something else.
Performs	Undertakes an action. Use for administers, executes and undertakes.
Previous in Sequence	Establishment of a link between a transaction or activity and the following transaction or activity where they occur in sequence, or an item, file or series and the following item, file or series where they are created in sequence. Different from the Provenance Relationship 'Succession', which is intended to convey something taking the place of, or replacing, something else.
Prints	Process of rendering a record onto paper.
Receives	Process of receipt (as opposed to creation) of a record such as receiving an email .
Redacts	Process of editing a document to remove sensitive or confidential information prior to distribution.

Recordkeeping Event Name	Definition
References	Creation of an association within or between entities through a citation.
Refreshes	Process of copying contents of a piece of media to fresh media.
Registers	Process of capturing the initial metadata about a document or other entity into the system and ensuring it has a unique identifier.
Removes	Process of physically copying a record and noting its absence for re-use or editing by a particular agent. Sometimes referred to as 'booked out' or 'checked out'.
Renders	Process of transformation required to enable a record in a specific format to be read by particular equipment.
Replaces	Process of physically copying a record back to the store after re-use or editing by a particular agent. Sometimes referred to as 'booked in' or 'checked in'.

D5: ISO 8601 – Representation of Dates and Times

[Externally defined and maintained]

All properties and sub-properties requiring numeric date/time information must use the international standard ISO 8601:2004, which specifies numeric representations of date and time. The general format is:

ISO 8601 [<YYYY-MM-DD>T<hh:mm:ss>] +/–[hh:mm:ss], e.g. '2007-04-03'; '2007-04-03T09:31:07' or '2007-04-03T08:30+08'.

For further information see http://www.iso.org.

Must be used with sub-properties 4.1 Start Date, 4.2 End Date, 18.4 Disposal Trigger Date and 18.5 Disposal Action Due.

May be used with Sub-property 16.2 Temporal Coverage.

D6: Relationship Role Scheme

Use with Sub-property 6.2 Relationship Role.

Table D6: Relationship Roles

Relationship Role Number	Definition
1	The relationship is read from the entity.
2	The relationship is read towards (in the direction of) the entity.

D7: AGLS Jurisdiction ('aglsJuri') Scheme

This scheme is taken from the AGLS Metadata Standard (see http://www.agls.gov.au/ for further information).
Use with Property 8 Jurisdiction and Sub-property 16.1 Jurisdictional Coverage. Agencies may choose to use either this scheme's codes or its names.

Table D7: AGLS Jurisdiction ('aglsJuri') Scheme

Jurisdiction Code	Jurisdiction Name	Definition
AU	[Commonwealth of] Australia	*Commonwealth of Australia Constitution Act 1900* (UK)
AAT	Australian Antarctic Territory	The Australian Antarctic Territory plus the subantarctic territories of Heard and McDonald Islands
ACT	Australian Capital Territory	*Seat of Government Surrender Act 1909* (NSW) *Seat of Government Surrender Act 1915* (NSW)
IOT	Indian Ocean Territories	Cocos (Keeling) Islands and Christmas Island
NSW	New South Wales	*Constitution Act 1902* (NSW)
NI	Norfolk Island	*Norfolk Island Act 1979* (Cth)
NT	Northern Territory	*Northern Territory Acceptance Act 1910* (Cth)
QLD	Queensland	Letters Patent erecting the Colony of Queensland 1859 (UK) Letters Patent altering the western boundary of Queensland 1862 (UK) *Queensland Coast Islands Act 1879* (Qld)
SA	South Australia	*South Australian Act (Foundation Act) 1834* (UK) Letters Patent establishing the Province of South Australia 19 February 1836 (UK)
TAS	Tasmania	Order in Council Separating Van Dieman's Land From New South Wales 1825 (UK)
VIC	Victoria	General Instructions to the Superintendent of Port Phillip,

Jurisdiction Code	Jurisdiction Name	Definition
		1839
WA	Western Australia	Letters Patent re Constitution 25 August 1890 (UK)
O	Other	Any other jurisdiction not named here

D8: Protective Security Policy Framework Security Classifications

[Externally defined and maintained]

This scheme is derived from the Australian Government Protective Security Policy Framework.

For further information see *Australian Government security classification system*

Use with Property 9 Security Classification

Table D8: *Protective Security Policy Framework* Security Classifications

Classification Marking	Comment
Protected	-
Confidential	–
Secret	–
Top Secret	–

A marking of 'Unclassified' may be used for records that do not contain classified information. Use of an 'Unclassified' marking may be dictated by Australian Government policy (as in the case of its use as a default security marking for email), or subject to internal agency policy.

D9: Protective Security Policy Framework Caveat Categories

[Externally defined and maintained]

This scheme and examples of caveats applicable to some categories are taken from the Australian Government Protective Security Policy Framework.

For further information see *Australian Government security classification system*

Use with Sub-property 10.2 Caveat Category. The examples shown against some categories are examples of values that can be used with Sub-property 10.1 Caveat Text

Table D9: Security Caveat Categories

Security Caveat Category	Example of Applicable Caveat
Codeword	[Domain specific]
Source codeword	[Domain specific]
Eyes Only	'AUSTEO' ' AUS/USA EO'
Australian Government Access Only (AGAO)	'AGAO'
Releasable to	'REL GBR, NZ'
Special-handling caveat	'EXCLUSIVE FOR …'
Accountable material	'Accountable Material'

D10: Protective Security Policy Framework Security Clearances

[Externally defined and maintained]

This scheme of security clearance levels is taken from the *Australian Government Protective Security Policy Framework*.

For further information see *Australian Government personnel security management protocol*

Information regarding the certification of IT systems to particular security levels is contained in the Australian Signals Directorate's (ASD) *ISM – Information Security Manual*

For further information see http://www.dsd.gov.au/infosec/ism/index.htm

Use with Sub-property 11.1 Permission Text, where 11.2 Permission Type = 'Security'

Table D10: Security Clearance/Certification Levels

Security Clearance/Certification Levels
Positive vetting
Negative vetting level 2
Negative vetting level 1
Baseline

D11: Permission Type Scheme

Use with Sub-property 11.2 Permission Type.

Table D11: Permission Types

Type Name	Definition
Security	A specific security clearance, held by an agent or assigned to a particular business function or activity, that restricts or facilitates access to and/or use of security classified information.
Recordkeeping	A permission governing recordkeeping actions that can be performed in a system by an agent or area of business.
Business	A permission governing business actions that can be performed in a system by an agent or area of business.

D12: Rights Schemes

Use with Property 12 Rights.

D12.1: Rights Type Scheme

Use with Sub-property 12.2 Rights Type.

Table D12.1: Rights Type

Type Name	Definition
Archival Access	A determination made under relevant archival legislation as to whether a record is (fully or partially) available for public access.
Authorised Public Access	A determination made by an organisation that a record is open to public access, either from the time of its creation or from any time after that.
Copyright	Restrictions, under the *Copyright Act 1968*, on the copying or further promulgation of a record.
Disclaimer	A caution regarding the accuracy or completeness of information contained in a record.
Embargo	Restrictions as to when a record can be released.
FOI	A determination made under the *Freedom of Information (FOI) Act 1982* as to whether a record is available for public release.
Intellectual Property	Restrictions on use of the intellectual content of the record.
Privacy	Restrictions, under the *Privacy Act 1988*, on the use that may be made of personal information collected for business purposes and contained in records.
Use Permission	A permission assigned to records that allows or restricts access by particular agents or groups of agents.

D12.2: Rights Status Scheme

Use with Sub-property 12.3 Rights Status (applicable only to Rights Types 'Archival Access' and 'FOI').

Table D12.2: Rights Status

Status Name	Definition	Applicability
Open	The record is open for public access under the relevant archival or other legislation, or by organisational authorisation. This can include formal publication in print format or online as a requirement of the Information Publication Scheme (IPS).	Archival Access Authorised Public Access
Open with Exemptions	Only part of the record is open for public access under the relevant archival or other legislation.	Archival Access
Closed	The record has been withheld from public access under the relevant archival or other legislation.	Archival Access
May be Released Under FOI	The record contains no information that might preclude it from being released to a person or party under an FOI request.	FOI
Not for Release	The record is not to be released or published.	FOI
May be Published	The record may be published.	FOI
Limited Release	Due to particular sensitivities of a security, privacy or business nature: • the record may be released to a limited, defined audience only; or • limited parts or sections only of a record may be released.	FOI
Published	The record has been made publicly available, either through formal publishing or some other means.	FOI

D13: Contact Type Scheme

Use with Sub-property 13.2 Contact Type.

Table D13: Contact Types (extensible)

Type Name	Description
Business Address	The address at which the agent may be contacted for business purposes – often a postal address.
Email	The electronic mail address of the agent. must conform to RFC 5321 *Simple Mail Transfer Protocol*. Should be expressed as a URI according to RFC 2368 *The mailto URL scheme*.
Facsimile	The number on which an agent can be contacted by fax. Should be expressed as aa URI according to RFC 2082 *URLs for Telephone Calls.*
Street Address	The physical street address at which the agent is located.
Telephone	The number on which an agent can be contacted by phone. Should be expressed as aa URI according to RFC 2082 *URLs for Telephone Calls.*
Web Address	The location of the agent's website on the World Wide Web, usually given in the form of a URI. Must conform to RFC 3986 *Uniform Resource Identifier (URI): Generic Syntax*.

D14: RFC 5646 – Tags for Identifying Languages

[Externally defined and maintained]

RFC 5646 (currently RFC5646:2009) provides a syntax for constructing language descriptions using ISO 639 for language codes, ISO 3166 for country codes, and ISO 15924 for language script codes (for further information see http://www.ietf.org/rfc/rfc5646.txt).

Use with Property 15 Language.

D15:1 Australian Standard Geographical Classification

[Externally defined and maintained]

Use with Property 16.3 Spatial Coverage.

The Australian Standard Geographical Classification (ASGC) is a hierarchical classification system of Australian geographical areas consisting of a number of inter-related structures. It is maintained by the Australian Bureau of Statistics (for further information see http://www.abs.gov.au/asgc).

D15.2 Standard Australian Classification of Countries (SACC)

[Externally defined and maintained]

Use with Property 16.3 Spatial Coverage.

The SACC is the Australian statistical standard for social statistics classified by country and is intended for use in the collection, storage and dissemination of all Australian social statistical data classified by country. The identification of country units in the classification, and the way in which they are grouped, does not imply the expression of any opinion on the part of the ABS concerning the legal status of any country, territory, or area, or concerning the delimitation of its frontiers or boundaries (for further information see http://www.abs.gov.au/ausstats/abs@.nsf/Lookup/1269.0main+features102011)

Use with Sub-property 16.3 Spatial Coverage.

D16: Getty Thesaurus of Geographic Names Online

[Externally defined and maintained]

The Getty Thesaurus of Geographic Names Online (TGN) provides names and other information (including latitudes and longitudes) about places (for further information see http://www.getty.edu/research/conducting_research/vocabularies/tgn/).

Use with Sub-property 16.3 Spatial Coverage. Local extensions may be added.

D17: Extensible List of Keyword Schemes

Use with Sub-property 17.3 Keyword Scheme.

Note that AAT may also be used with Sub-property 16.2 Temporal Coverage.

Table D17: List of Keyword Schemes (extensible)

Abbreviation	Scheme Name	Location
AAT	Art and Architecture Thesaurus Online	http://www.getty.edu/research/conducting_research/vocabularies/aat/
AGIFT	Australian Governments' Interactive Functional Thesaurus	http://www.naa.gov.au/records-management/publications/agift.aspx
APAIS	Australian Public Affairs Information Service Thesaurus	http://www.nla.gov.au/apais/thesaurus/
FAMILY		Please contact the Australian Institute of Family Studies library if you require a copy of Family Thesaurus.
LCSH	Library of Congress Subject Headings	http://www.loc.gov/aba/publications/FreeLCSH/freelcsh.html
MeSH	Medical Subject Headings	http://www.nlm.nih.gov/mesh/

D18: Keyword Scheme Type Scheme

Use with Sub-property 17.4 Keyword Scheme Type.

Table D18: Keyword Scheme Types

Scheme Type	Description
Function	The scheme is based on the classification of business functions and activities (for example, functional thesaurus or record classification scheme).
Subject	The scheme is based on the classification of themes or subjects/topics of interest.
End-user defined	The tags used are defined by end-users. For use in situations where 'social tagging' is considered appropriate.

D19: Digital Units Scheme

Use with Sub-property 20.4 Units, where the value in Sub-property 20.2 Logical Size refers to digital extent (rather than duration).

Agencies may choose to use either the codes or the names.

Table D19: Digital Units

Code	Name	Description
B	Bytes	A unit of data that is eight binary digits long – usually used to represent a single character.
KB	Kilobytes	1 024 bytes
MB	Megabytes	1 024 kilobytes
GB	Gigabytes	1 024 megabytes
TB	Terabytes	1 024 gigabytes
PB	Petabytes	1 024 terabytes
EB	Exabytes	1 024 petabytes
ZB	Zettabytes	1 024 exabytes
YB	Yottabytes	1 024 zettabytes

D20: Hash Function Scheme

Use with Sub-property 22.1 Hash Function Name.

While this is a locally defined controlled vocabulary, it **must** include the value listed below. MD5 is the hash function (algorithm) currently required by the National Archives of Australia for the transfer of digital records to its custody.

Table D20: Hash Functions (extensible)

Hash Function Name	Description
MD5 (Message Digest 5)	A cryptographic hash function with a 128-bit hash value, used to check the integrity of digital files. It is defined in the IETF's RFC 1321: http://www.ietf.org/rfc/rfc1321.txt.
SHA-512	A cryptographic hash function with a 512-bit hash value, used to check the integrity of digital files. It is defined in the IETF's RFC 6234: http://www.ietf.org/rfc/rfc6234.txt.

D21: Document Form Scheme

This list of values is a recommended set of terms that may be extended locally by agencies.

Use with Sub-property 24 Document Form.

Table D21: Document Form Scheme (extensible)

Document Form	Scope
Agenda	A list of issues or activities used as a schedule or program for an event, conference, forum or meeting.
Agreement	A summary or record of an arrangement between two or more parties.
Checklist	Any listing of items or entries provided for reference purposes, including an inventory, register, directory or index. Use 'dataset' for bibliographic data or catalogues.
Contract	An agreement between two or more parties for the delivery of a product, provision of a service or management of a resource.
Dataset	Structured information encoded in lists, tables, databases, etc., (for example, spreadsheets, databases, GIS data). Data may be numeric, spatial, spectral, statistical or structured text (including bibliographic data and database reports).
Diary	Information arranged in calendar order documenting appointments and engagements. Use 'journal' for information arranged in calendar order documenting events, business or proceedings.
Digital certificate	Any form of electronic code that describes or provides permission to access a resource.
Digital signature	Any form of electronic code used to simulate the security properties of a handwritten signature or to establish authenticity.
Electronic message	Any electronically mediated communication. This includes electronic mail, text messages, instant messages, electronic voice messages, electronic video messages and computer conferencing, but excludes scanned versions of written or printed messages.
Fact sheet	A summary of information about a product, service, organisation, event or topic.
Form	A structured solicitation of input from a user (for example, comments, a survey or an order).

Document Form	Scope
Government gazette	A regular formal publication produced by government that may include vacancies, appointments, bulletins, notices and legislative directives.
Guidelines	A resource presenting factual information, advice or guidance about an organisation, event or service. Most general advisory pages on government websites will be of this document type. Use 'instruction' for resources that provide directions rather than information.
Homepage	The introductory page or major entry point for a site on the internet. In most cases an organisation will have only one resource of this document type, except where there is likely to be a public perception that a distinct business unit stands alone as an organisational entity. Use other document types for lower-level pages.
Index	Any listing of items or entries provided for reference or navigation purposes, including an inventory, register or directory.
Instruction	Resources in which the primary purpose is to provide instructions or directions (for example, how to write a report or how to register for a service). Includes manuals, handbooks, tutorials and quizzes. Use 'guidelines' for resources that have primarily informational content.
Journal	A record or register of events, business or proceedings. Use 'diary' for information arranged in calendar order documenting appointments and engagements.
Letter	A written or printed communication addressed to a person or a number of persons, including scanned versions of written or printed communications.
Log	A chronological listing of actions, observations, data or transactions.
Media release	A resource specifically designed to provide a brief public statement on an issue or event, via the mass media.
Meeting minutes	A summary or record of proceedings of a formal meeting.
Memorandum	A note describing something to be remembered or acted on in the future.
Metadata	Data describing the context, content, structure and organisation of records and other information.

Document Form	Scope
Minute	A form of correspondence acting as an official note or memorandum, usually recording an action or decision, or seeking approval for a course of action.
Moving image	A form of visual representation other than text, involving moving pictures, animation, video or film, with or without audio. For some resources it may be appropriate to use a combination of document types. (For example: video recording of an exhibition opening – specify document types as 'promotional; moving image').
Note for file	A summary or record of a less formal meeting or ad hoc discussion (including by telephone).
Policy statement	A major formal publication detailing a course or line of action adopted and pursued by the organisation. Includes public accountability documents such as corporate directions and other strategic plans. Use 'report' for resources that convey the results of an inquiry, account for activities or document speeches and presentations.
Procedure	A sequence of actions or instructions to be followed.
Document Form	Scope
Presentation	Any form of visual and/or verbal communication used to show or explain a topic to an audience.
Promotion	Descriptive or marketing information about an organisation or material that promotes its products, services, activities or collections (for example, 'What's New' pages, brochures). Does not include media releases.
Report	A resource providing an account of organisational activity or a speech or presentation. Includes statements of the organisation's opinion, a decision or the results of an inquiry. Use 'dataset' for database reports.
Software	Computer programs in source or compiled form that may be available for installation on another machine.
Sound recording	Primarily audio representation that may be ambient, effects, music, narration or speech. For some audio resources it may be appropriate to use a combination of document types. (For example: sound recording of a presentation – specify document types as 'presentation; sound'.)

Document Form	Scope
Still image	A primarily still visual representation other than text. Includes electronic and physical representations such as images, photographs, diagrams, maps and graphics. For digital representations of physical resources, use a more specific document type where possible. (For example: a scanned media release – use 'media release; still image'.)

D22: Document Precedence Scheme

Use with Property 25 Precedence.

Values should be taken from a locally defined controlled vocabulary, which may include those below. Timeframes provided below are indicative only.

Agencies may choose to use either the precedence code or the precedence name.

Table D22: Document Precedence Scheme

Precedence Code	Precedence Name	Timeframe
I	Immediate	Answer required within 1–3 hours.
P	Priority	Answer required within 1 working day.
R	Routine	Answer required within 2 weeks.

D23: Protective Security Policy Framework Dissemination Limiting Markers (DLMs)

(externally developed and maintained)

This scheme is derived from the Australian Government Protective Security Policy Framework.

For further information see *Australian Government security classification system*

Table D23: Protective Security Policy Framework Dissemination Limiting Markers

Dissemination Limiting Markers	Comment
For Official Use Only (FOUO)	For Official Use Only (FOUO) may be used on unclassified information only, when its compromise may cause limited damage to national security, Australian Government agencies, commercial entities or members of the public.
Sensitive	
Sensitive: Personal	
Sensitive: Legal	
Sensitive: Cabinet	Any use of the DLM 'Sensitive: Cabinet' is to be accompanied by a security classification protective marker of at least PROTECTED level. (See Property 9)