



AS/NZS ISO 23081 series, Information and documentation – Records management processes – Metadata for records

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METADATA STANDARDS

Agenda

1. Why metadata and how does it fit in recordkeeping?
2. The family of ISO 23081 – Metadata for Records
3. AS 5478, Recordkeeping Metadata Element Reference Set
4. Adoption/implementation

WHERE DID THE STANDARDS COME FROM?

- Originated with research project at Monash
- Then individual jurisdictions started to issue their own standards
 - The standardisation work we were doing was picked up internationally and developed there
- ISO 23081-1, Metadata for Records – Principles,
- ISO 23081-2, Metadata for Records – Conceptual and Implementation Issues
- ISO 23081-3, Metadata for Records – Self Assessment Checklist

METADATA QUANTITIES PROLIFERATING

The statistics surrounding Big Data are enormous and range from fun facts like every 2 days we create as much information as we did from the dawn of civilization up until 2003,* to critical information to get your business ready. For instance, Gartner reports that **Big Data will drive \$232 billion** in spending through to 2016, creating **4.4 million IT jobs** globally.

* See <http://www.bigdatafs.com/>

WHAT DO WE NEED

- There are no information systems, computer systems, communication systems in a digital world that are not reliant upon *metadata*
- Records and information management needs to be redesigned to be done automatically
- Records need to be captured once, and be inherited, reused, mined as information sources, and last as long as required
- Industrial strength processes are needed

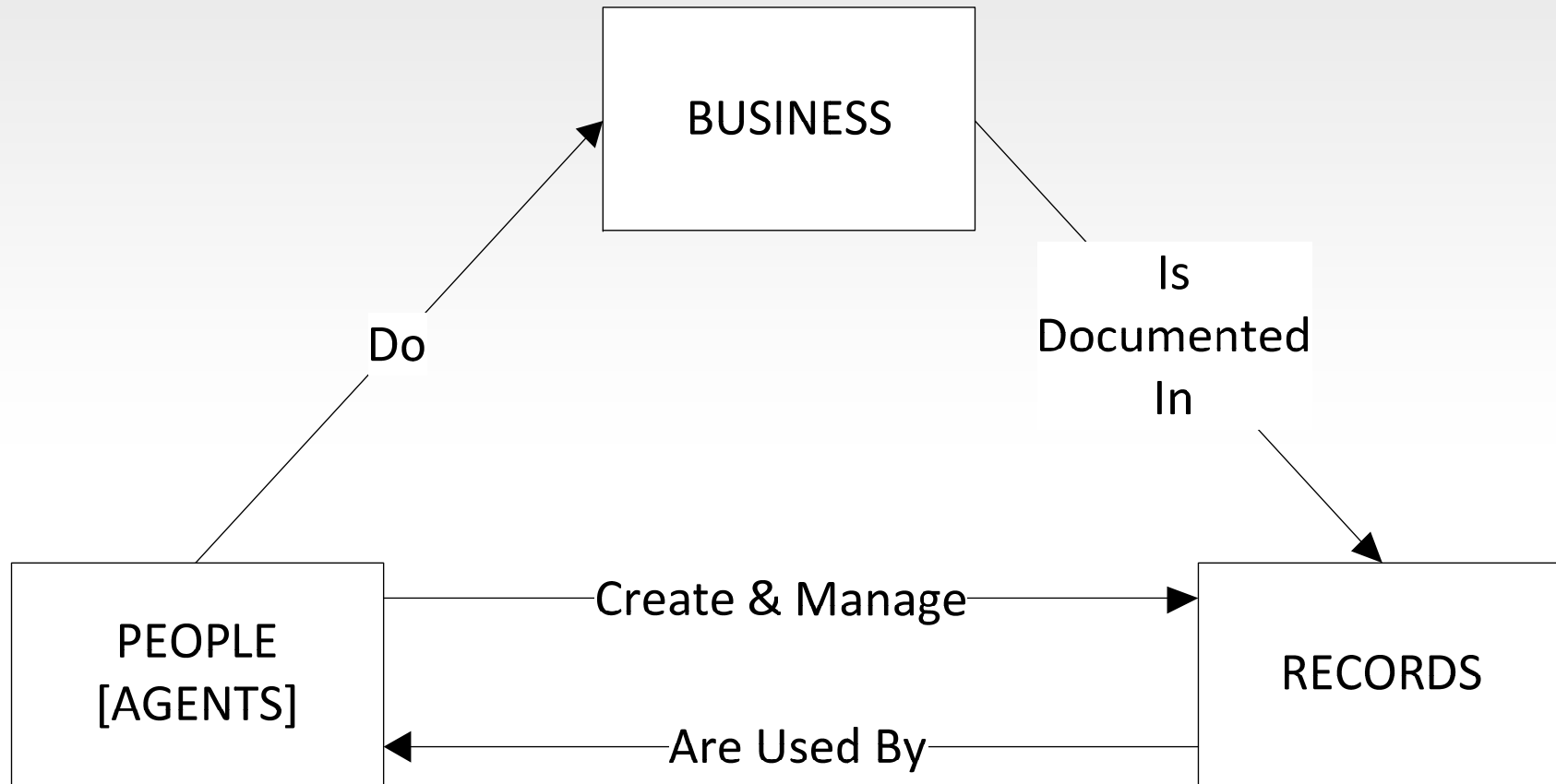
ISO 23081-1, METADATA FOR RECORDS – PRINCIPLES

Core ideas:

- Recordkeeping metadata, data which describes the context, content and structure of records and their management through time.
- Two classes of metadata
 - 1) Point of capture metadata
 - 2) Process metadata which keeps accumulating for the lifespan of the record
- Levels of aggregation
- Policies required and roles & responsibilities
- Links to the processes of records management in ISO 15489-1

RECORDKEEPING METADATA MODEL – ENTITY: BUSINESS

Figure 1: The Business



RELATIONSHIPS BETWEEN METADATA ENTITIES

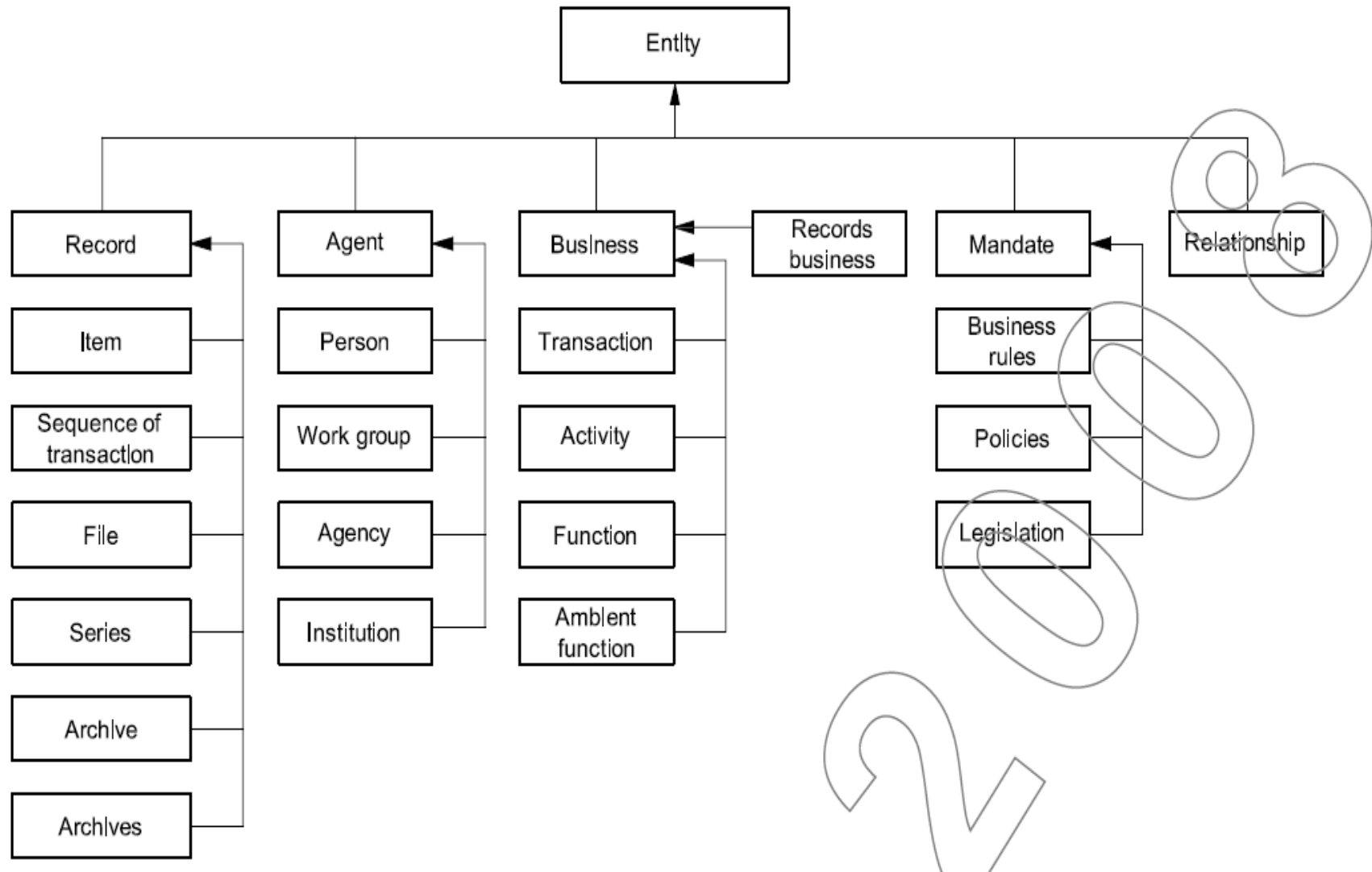
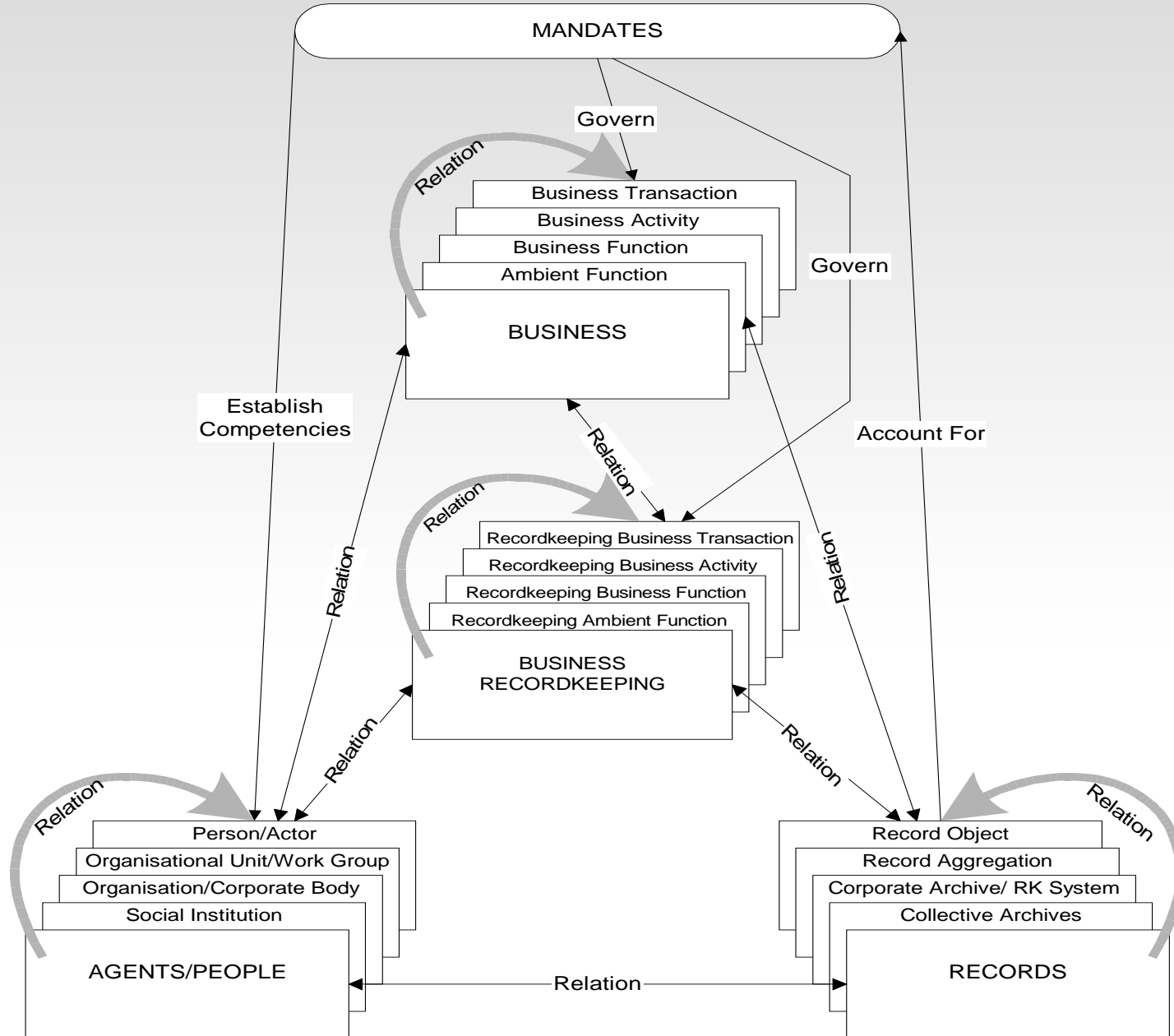


Figure 4: Coverage of Recordkeeping Metadata



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AND THIS IS WHAT WE DO

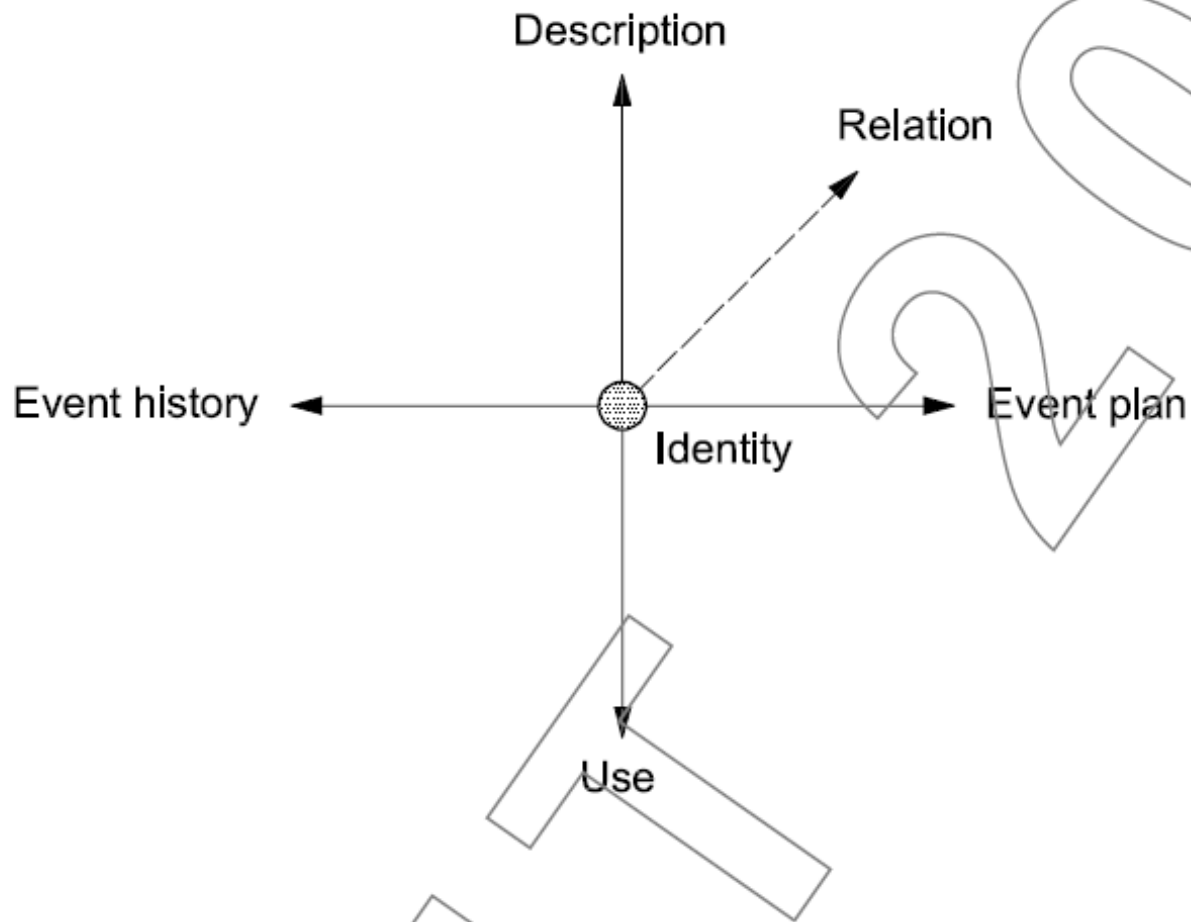


Figure 6 — Generic metadata model for managing records

PART 2: CONCEPTUAL AND IMPLEMENTATION ISSUES, 2008

Asks practical questions like:

- How much metadata
- When should it be captured
- Where should/could it be stored
- How should it be structured
- What principles should guide the choice of specific elements

Addresses issues such as:

- Sustainability
- Interoperability
- Building requirements into business systems

PART 3: SELF ASSESSMENT CHECKLIST

This is an Excel spreadsheet

- Uses 'requirements' from Parts 1 & 2
- Constructed as a set of questions, allowing responses to be graded
- Analysis provides an assessment of what areas you may need further work in, what areas are good to go
- Kind of a maturity assessment tool

AS 5478, RECORDKEEPING METADATA ELEMENT REFERENCE SET

This about to be published standard provides a list of elements (properties) and some standard encoding schemes (lists of values)

- Developed reluctantly in response to demand
- But also in response to the fact that many jurisdictions were doing their own thing
- It will be used as a mapping tool, as a way of structuring data

HAVE THESE STANDARDS BEEN USED AS WE HOPED?

Reluctant adoption - too complex, foreign terms, academic, worst, vendors are dismissive

Too much metadata – we need to

- Filter the plethora of metadata that exists now
- Find and standardise that metadata & its label
- Undertake appraisal on metadata
- how long do we keep metadata?

MEETING THE CHALLENGE

Recordkeeping metadata extraordinarily powerful tool.

We need to regain the confidence the Australian industry had in its mission and capabilities a decade ago.

Our standards are a foundation for meeting the challenges of information governance and (whisper) recordkeeping in the contemporary organisation.



ACKNOWLEDGEMENT

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