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/

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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
Figure 1: The Business

```
people [agents]  -> BUSINESS
                
BUSINESS  -- Do --
            
                    -- Is Documented In --

                    BUSINESS

                        
people [agents]  -- Create & Manage --
                        
RECORDS  -- Are Used By --
```
Figure 4: Coverage of Recordkeeping Metadata

MANDATES

Govern

Establish Competencies

Relation

Recordkeeping Business Transaction
Business Transaction

Relation

Business Activity
Recordkeeping Business Activity

Relation

Business Function
Recordkeeping Business Function

Relation

Ambient Function
Recordkeeping Ambient Function

Relation

BUSINESS

Relation

RECORDKEEPING

Relation

Person/Actor

Organisational Unit/Work Group

Organisation/Corporate Body

Social Institution

AGENTS/PEOPLE

Relation

Record Object

Record Aggregation

Corporate Archive/ RK System

Collective Archives

RECORDS

Relation

Account For

Govern

Relation

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AND THIS IS WHAT WE DO

Figure 6 — Generic metadata model for managing records
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

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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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The Standards can be purchased online at: http://www.saiglobal.com
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