

e-Government Metadata Standard (eGMS) Elements

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Metadata

Name	Content	Scheme
Coverage.spatial	UK	
Creator	LAWs Project, Information Architecture & Standards standards@esd-toolkit.org	
Date.created	2004-03-29	ISO8601
Date.issued	2004-04-30	ISO8601
Date.modified	2004-04-30	ISO8601

Description	LAWs representation of eGMS elements with LAWs and CRM notes	
Format	Microsoft Word	
Language	eng	ISO 639-2
Publisher	Porism Limited, SW9 8BJ info@porism.com	
Relation.isFormatOf	http://www.esd.org.uk/standards/eGMS/3.0/eGMS.doc	
Relation.isReplacedBy	http://www.esd.org.uk/standards/eGMS/eGMS.pdf	
Rights.copyright	e-GMS is subject to Crown Copyright. This document is made available for use, without guarantees and without licensing costs, by local authorities, community organisations and any other bodies referencing local and community resources. You may use and modify this document so long as you credit the LAWs Project and Porism Limited and you do not charge for it. In doing so, you must abide by the provisions of Crown Copyright.	
Source	http://www.esd.org.uk/standards/eGMS/3.0/eGMS.pdf	
Title	e-Government Metadata Standard (eGMS) Elements	

The remaining pages give each eGMS element and its refinements.

1. Introduction

This document is an **unofficial presentation** of eGMS, the official version of which is available from www.govtalk.gov.uk. The document also includes notes on eGMS elements from the Local Authority Websites and the CRM National Projects.

The document form part of eGMS resources published from www.esd.org.uk/standards. Other resources at this address include controlled lists suitable for populating certain metadata elements.

Refer also to these documents:

- Documentation on a subset of elements for Web sites:
<http://www.esd.org.uk/standards/eGMS/eGMSWeb.doc>

- LAWs Metadata Guidelines: <http://www.esd.org.uk/LAWsMetadataGuidelines.doc>
- Office of the e-Envoy metadata documents:
<http://www.govtalk.gov.uk/schemasstandards/metadata.asp>

This Web page shows eGMS representations in XML and provides the XSLT to generate your own resources based on eGMS:

<http://www.esd.org.uk/standards/eGMS/lgs!resourcediagram.html>

You may wish to do this if, for example, you wish to add additional elements and/or controlled lists for certain elements to support local requirement.

2. The Elements

2.1. Accessibility

Definition	Indicates the resource's availability and usability to specific groups
Purpose	Enables the user to use all information resources to limit the search to items meeting their requirements
Occurrence	1 if applicable - unbounded
Notes	<p>This element is mandated for core pages of web sites, which should carry an Internet Content Rating Association (ICRA) label indicating the suitability of the material for children. Some applications designed to protect children will in future not allow access to any site that does not have a suitable ICRA rating. More information about this rating can be found at http://www.icra.org</p> <p>The way in which ICRA and other labels are added to the metadata may require different notation from the remaining elements, to ensure they are located and read by the relevant software applications.</p> <p>This element will be developed further in line with recommendations by the Dublin Core Metadata Initiative, W3C and other international organisations working on this issue.</p> <p>Other accessibility information may also be given. See the Government Web Site Guidelines for further details. The checklist states: Web managers should register their web site with at least the ICRA PICS service. Meta tags covering your whole site should be placed in the head element of the default page, e.g. index.htm or default.htm. Check that all web pages meet the defined rating. Additional meta tags can be placed in the home page of directories to rate pages within that directory, and where necessary can be applied to individual web pages.</p> <ul style="list-style-type: none">• Web managers should register their web site with at least the ICRA PICS service• Meta tags covering your whole site should be placed in the head element of the default page, e.g. index.htm or default.htm• Check that all web pages meet the defined rating. Additional meta tags can be placed in the home page of directories to rate pages within that directory, and where necessary can be applied to individual web pages. <p>Tools for accrediting accessibility can be found on the W3C site. The Bobby Initiative tests whether web pages meet the criteria for W3C Web Content Accessibility Guidelines 1.0.</p>
Not to be confused with	audience - Accessibility indicates whether particular users will be able to physically access or use the resource; Audience indicates those users for whom the content is designed.

	rights - Rights indicates who is allowed to see the resource; Accessibility indicates who is actually able to see it.
Examples	<i>General</i> accessibility: Bobby accredited
HTML Syntax	<meta name="e-GMS.accessibility" scheme="WCAG" content="Double-A"> <meta name="e-GMS.accessibility" content="(pics-1.1 "http://www.icra.org/ratingsv02.html" 1 gen true for "http://www.ukonline.gov.uk" r (cz 1 lz 1 nz 1 oz 1 vz 1) "http://www.rsac.org/ratingsv01.html" 1 gen true for "http://www.ukonline.gov.uk" r (n 0 s 0 v 0 l 0))">
Encoding schemes include	ICRA - ICRA http://www.icra.org/ W3C - W3C http://www.w3.org/TR/WAI-WEBCONTENT/ RNIB - RNIB http://www.rnib.org.uk/digital/siraccess/welcome.htm
Mapped to	Dublin Core AGLS GI Gateway GILS IEEE LOM
LAWs Notes	Should be used if resource conforms to an accessibility scheme such as Bobby where it would draw content to attention of someone with visual impairment.
CRM Notes	CRM Implementation: All systems which interface with CRM should be accessible. This will enable customers to access all the information, resources and services they want. The information held within CRM should also be accessible. Accessible systems will also promote the employment of people with disabilities.
CRM Source	If the resource is being created through a CRM / CMS which produces accessible content, then this field could be auto-generated as the resource is produced.
CRM Definition	All information resources need to be accessible. This includes accessibility to people who are using speech devices and other access technologies (see www.rnib.org.uk for useful resources on this issue).

Accessibility is about who will be able to access the resource.

Legislation will come into effect which will create legal obligations on local authorities to produce accessible information.

Accessibility also relates to access to content. The resources of a website for example can carry an [Internet Content Rating Association \(ICRA\)](#) rating. This is described as a 'safety net for children' and is used to protect children from offensive content.

While it is unlikely that a local authority is going to have information resources which will require an ICRA rating, it is worth being aware of the issues, particularly where local authority information is being joined up to other information resources through portals and extranets. An example could be where a local sex shop was part of the portal (which they may be if they are a legitimate business in the area). If the local authority is providing access to information through a portal, it may want to apply an ICRA rating to information which is in virtual proximity.

ICRA could be used in the sense that unless a site has an ICRA rating, then access to children would be denied.

2.2. Addressee

Definition	The person (or persons) to whom the resource was addressed.
Purpose	Enables the user to identify the person(s) to whom the resource was dispatched. Note that this does not provide evidence that the intended person actually received or read it, nor that they had the right or ability to access it.
Occurrence	0 - unbounded
Notes	<p>While in practice this element will mainly be used when describing e-mails, it is also applicable to other types of correspondence or any resource which is distributed.</p> <p>Includes those listed in 'cc' and 'bcc' lists. Use addressee.copy to list persons to whom resource was copied to</p>
Not to be confused with	<p>audience - This refers to the wider sector of the population for whom the resource was intended; Addressee refers to the person or group to whom it was actively sent.</p> <p>rights - This records the person or groups who have the right to see the resource, whether or not it has actually been sent to them.</p>
Examples	<p><i>For a resource, in this case an e-mail, addressed to the Cabinet Office's Human Resources Manager</i> addressee: jane.roberts@cabinet-office.gsi.gov.uk</p> <p><i>For a resource addressed to a team in an organisation</i> addressee: Communications Team, Office of Fair Trading</p> <p><i>For a resource, in this case an e-mail, addressed to the Cabinet Office's Human Resources Manager and copied to the Office of the e-Envoy's personnel officer</i> addressee: jane.roberts@cabinet-office.gsi.gov.uk</p> <p><i>For a resource, in this case an e-mail, addressed to the Cabinet Office's Human Resources Manager and copied to the Office of the e-Envoy's personnel officer</i> addressee: jane.roberts@cabinet-office.gsi.gov.uk</p>
HTML Syntax	<pre><meta name="e-GMS.addressee" content="jane.roberts@cabinet-office.gsi.gov.uk"> <meta name="e-GMS.addressee" content="Office of Fair Trading. Communications Team"> <meta name="eGMS.addressee.copyAddressee" content="mike.mordecai@e-envoy.gsi.gov.uk"></pre>
Encoding schemes include	<p>GDSC - Government Data Standards Catalogue http://www.govtalk.gov.uk/gdsc/html/default.htm</p>
Mapped to	<p>Dublin Core</p> <p>AGLS</p> <p>GI Gateway</p>

	GILS IEEE LOM
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2.3. Aggregation

Definition	The resource's level or position in a hierarchy.
Purpose	Aggregation allows searches to be restricted to resources at a particular level. It also helps indicate which actions can be carried out on the resource.
Occurrence	0 - unbounded
Notes	Aggregation shows the extent to which the resource is part of a larger resource or collection, and defines where in a hierarchy it belongs. An example of this could be a folder, containing individual records, where all actions that are performed on the folder, such as a change in the security classification, automatically affect each record in the folder.
Not to be confused with	subject.category - This refers to the content of the resource; Aggregation refers to the resource's level in a larger resource or collection.
Examples	<i>For a single item that will be placed in a folder in a records management system</i> aggregation: Record <i>For a collection of records relating to financial dealings</i> aggregation: Folder
HTML Syntax	<meta name="e-GMS.aggregation" scheme="PROAS" content="Record"> <meta name="e-GMS.aggregation" scheme="PROAS" content="Folder">
Encoding schemes include	NationalArchives - National Archives (formerly PRO) – In a records management environment, the National Archives scheme must be used http://www.pro.gov.uk/recordsmanagement/erecords/2002reqs/2002metadatafinal.pdf IEEELOM - IEEE LOM http://ltsc.ieee.org/wg12/
Mapped to	AGLS - Type.aggregationLevel IEEE LOM - General.AggregationLevel

2.4. Audience

Definition	A category of user for whom the resource is intended.	
Purpose	Enables the user to indicate the level or focus of the resource, as well as enabling filtering of a search to items suited to the intended audience.	
Occurrence	0 - unbounded	
Notes	Don't use Audience unless the resource is prepared with a particular group in mind. If it's for general release, leave it blank.	
Not to be confused with	<p>accessibility - Audience indicates which users the content is aimed at; Accessibility indicates whether particular users will be able to access or use the resource.</p> <p>rights - Audience tells the user who the content is designed for, Rights informs the user of a list of individuals or groups who are allowed to see the resource.</p> <p>addressee - the addressee is the person or persons to whom the resource was actually sent, the audience is the group for whom the creator prepared the content.</p>	
Refinements	Education Level	A general statement describing the education or training context. Alternatively, a more specific statement of the location of the audience in terms of its progression through an education or training context.
	Mediator	A class of entity that mediates access to the resource and for whom the resource is intended or useful. Comment: The audiences for a resource are of two basic classes: (1) an ultimate beneficiary of the resource, and (2) frequently, an entity that mediates access to the resource. The mediator element refinement represents the second of these two classes.
Examples	<p><i>For a website designed to put businesses in touch with each other</i> audience: businesses</p> <p><i>For a resource which will be sought by parents to read to their children</i> audience: mediator: parents</p> <p><i>For a resource which will be sought by parents to read to their children</i> audience: mediator: parents</p> <p><i>For a resource which will be sought by parents to read to their children</i> audience: mediator: parents</p>	
HTML Syntax	<pre><meta name="DCTERMS.audience" scheme="e-GMSAES" content="Businesses"> <meta name="DCTERMS.audience" scheme="e-GMSAES" content="Voluntary Sector"></pre>	
Encoding schemes include	<p>e-GMSAES - e-GMS Audience Encoding Scheme (e-GMSAES) http://www.govtalk.gov.uk/schemasstandards/egif_document.asp?docnum=731</p> <p>IEEELOM - IEEE LOM Audience Encoding Scheme http://ltsc.ieee.org/wg12/</p> <p>LGAL - Local Government Audience List http://www.esd.org.uk/standards/lgal/</p>	

Mapped to	<p>Dublin Core - Audience http://purl.org/dc/terms/audience Dublin Core - Audience.mediator http://purl.org/dc/terms/mediator Dublin Core - Audience.educationLevel http://purl.org/dc/terms/educationLevel AGLS - Audience</p> <p>IEEE LOM - Education.context, Educational.IntendedEndUserRole http://ltsc.ieee.org/wg12/</p>
LAWs Notes	<p>Only use this element if you want to draw the resource to the attention of particular groups. For example, an advertisement for a teaching post might have an audience of teachers, student teachers". However, the majority of web content is of interest to a wide range of people and it would be inappropriate to narrow the audience to specific groups.</p>

2.5. Contributor

Definition	An entity responsible for making contributions to the content of the resource.
Purpose	Enables users to retrieve a resource which has been contributed to by a particular person or organisation.
Occurrence	0 - unbounded
Notes	<p>Examples of a Contributor include a person or organisation. Typically, the job title of a Contributor should be used to indicate the entity.</p> <p>Include all individuals or organisations that played an important or significant role in creating the content of the resource but do not qualify as Creators.</p> <p>For this data to be meaningful when the division making the contribution has been disbanded or the contributor has moved on, include the full hierarchy, e.g. department, division, section, team. It may be best to 'depersonalise' the contributor, and give the job title rather than the name.</p> <p>Give full contact details if possible, especially when they are not to be given elsewhere. If possible use generic e-mail addresses rather than personal ones, as these are less likely to change, e.g. aviation.stats@dtlr.gov.uk</p> <p>Acronyms may be meaningless to users. Use the full official title of the organisation, or link to a glossary or explanatory note.</p>
Not to be confused with	creator - The Creator is the person or group responsible for the intellectual or creative content of the resource, the Contributor played an important role but did not have primary or overall responsibility for the content.
Examples	<p><i>For a resource edited by a member of staff in a particular department</i> contributor: Edited by Resources manager. National Assembly for Wales. Cabinet. Finance Goup. fgcabinet@wales.gsi.gov.uk</p> <p><i>For minutes drafted by a minutes secretary but for which responsibility for content belongs with the chair of the meeting. (The chair will be entered in the Creator field.)</i> contributor: Drafted by A O Jones. Secretary. Manchester City Council. Community Regeneration Team. crt@manchester.gov.uk</p>
HTML Syntax	<pre><meta name="DC.contributor" content="drafted by Farah Ahmed. Interoperability and Metadata Analyst. farah.ahmed@e-envoy.gsi.gov.uk. Office of the e-Envoy. Markets Innovation Technology."> <meta name="DC.contributor" content="drafted A O Jones. Secretary. Manchester City Council. Community Regeneration Team. crt@manchester.gov.uk"></pre>
Encoding schemes include	GDSC - Government Data Standards Catalogue http://www.govtalk.gov.uk/schemasstandards/egif_document.asp?docnum=731
Mapped to	Dublin Core - Contributor http://purl.org/dc/elements/1.1/contributor AGLS - Contributor

	<p>GILS - Contributor</p> <p>IEEE LOM - LifeCycle.Contribute.Entity</p>
LAWs Notes	<p>This element will supplement CREATOR where it is necessary to record the contribution of another person/team. In most cases CREATOR alone should be sufficient.</p> <p>This element will be used to record the name of the person/team that drafted the resource. It will be used largely for committee minutes where it will record the name of the minutes secretary. Note that responsibility for the content of the minutes belongs with the Chair of the meeting who will be recorded in the CREATOR element.</p>
CRM Notes	<p>Examples of a contributor can be person(s) or organisation(s). The contributor could be defined through their name and job title if it is a person, and the name of the organisation if it is an organisation.</p> <p>In the context of CRM, contributor is a useful element as a record may be created and several different organisations / individuals could be part of an ongoing response / adding content to the record.</p> <p>As much detail as possible should be given about a contributor – for example, an address, email, phone number.</p>
CRM Source	<p>This value could be auto-generated from the user-id profile relating to a particular log-in. For example, if someone was logging in to a content management system to create a resource.</p>

2.6. Coverage

Definition	The extent or scope of the content of the resource.	
Purpose	Enables the user to limit the search to items about a particular place or time. Can be thought of as a sub-section of the Subject element.	
Occurrence	1 recommended - unbounded	
Notes	<p>Data will usually be put under Spatial or Temporal rather than the unrefined Coverage.</p> <p>For preference, repeat the element for each value if the resource covers more than one area or time period. Alternatively use ‘;’ as a list separator.</p> <p>‘Spatial’ includes jurisdiction, town, county, borough, constituency, region etc. Give enough detail to ensure places that share names can be accurately identified, e.g. ‘Newcastle, New South Wales, Australia’.</p> <p>The OeE is considering further refinements for Coverage.Spatial to enable better retrieval of information with a significant geospatial element. This is likely to be part of a larger project that will include toolkits and encoding schemes. The OeE is awaiting the outcome of the work being undertaken by DC into the mapping of ISO 19115 into the DC Element Set.</p> <p>Dates should be in standard W3C format, e.g. cyy-mm-dd. A more controlled structure for this value may be required in situations where greater detail about the time covered is needed, e.g. statistics or geographic information (see example).</p>	
Not to be confused with	<p>date - coverage.temporal refers to the time period covered by the content of the resource, not its creation or publication date.</p> <p>subject - Coverage contains information about the geographical and time aspects of the content of the resource. It can be thought of as a sub-section of the Subject element. There may be times when it is appropriate to enter the same data in both the elements.</p> <p>location - Location describes the physical whereabouts of the resource, it has nothing to do with what the resource is about.</p>	
Refinements	Spatial	
	Spatial - postcode	Postcode
	Spatial - location	Location
	Temporal	
	Temporal - beginning date	Beginning Date
	Temporal - end date	End Date
	Temporal - date capture period	Date Capture Period
	Temporal - status of start date of capture	Status of Start Date of Capture
	Temporal - start date of capture	Start Date of Capture
	Temporal - end date of capture	End Date of Capture

Examples	<p><i>For a list of chemists within a particular postcode area</i> coverage.spatial: SW12</p> <p><i>For a resource about events which occurred between 13th March 2000 and 13th March 2001</i> coverage.temporal: 2000-03-13/2001-03-13</p> <p><i>For a document looking at events in Lewisham during the 1950s</i> coverage.temporal: 1951/1960</p> <p><i>For 2002/03 tax statistics collected by the Inland Revenue between July and August 2003</i> coverage.temporal.beginning date: 2002-04-01 end date: 2003-03-31 start date of capture: 2003-07-01 end date of capture: 2003-08-31</p> <p><i>For a list of chemists within a particular postcode area</i> coverage.spatial: SW12</p> <p><i>For a document looking at events in Lewisham during the 1950s</i> coverage.temporal: 1951/1960</p> <p><i>For a resource about events which occurred between 13th March 2000 and 13th March 2001</i> coverage.temporal: 2000-03-13/2001-03-13</p> <p><i>For 2002/03 tax statistics collected by the Inland Revenue between July and August 2003</i> coverage.temporal.beginning date: 2002-04-01 end date: 2003-03-31 start date of capture: 2003-07-01 end date of capture: 2003-08-31</p> <p><i>For 2002/03 tax statistics collected by the Inland Revenue between July and August 2003</i> coverage.temporal.beginning date: 2002-04-01 end date: 2003-03-31 start date of capture: 2003-07-01 end date of capture: 2003-08-31</p> <p><i>For 2002/03 tax statistics collected by the Inland Revenue between July and August 2003</i> coverage.temporal.beginning date: 2002-04-01 end date: 2003-03-31 start date of capture: 2003-07-01 end date of capture: 2003-08-31</p> <p><i>For 2002/03 tax statistics collected by the Inland Revenue between July and August 2003</i> coverage.temporal.beginning date: 2002-04-01 end date: 2003-03-31 start date of capture: 2003-07-01 end date of capture: 2003-08-31</p> <p><i>For 2002/03 tax statistics collected by the Inland Revenue between July and August 2003</i> coverage.temporal.beginning date: 2002-04-01 end date: 2003-03-31 start date of capture: 2003-07-01 end date of capture: 2003-08-31</p>
HTML Syntax	<pre><meta name="DC.coverage" content="UK"> <meta name="DC.coverage.temporal" scheme="W3CDTF" content="1951/1960"> <meta name="DC.coverage.spatial" scheme="ONS SNAC" content="00BK"> <meta name="DC.coverage" content="UK"> <meta name="DC.coverage.spatial" scheme="ONS SNAC" content="00BK"></pre>

	<p><meta name="DC.coverage.temporal" scheme="W3CDTF" content="1951/1960"></p>
Encoding schemes include	<p>GDSC - Government Data Standards Catalogue – (address, date and time types) http://www.govtalk.gov.uk/gdsc/html/default.htm</p> <p>DCMI - DCMI Point – Identifies a point in space using its geographic coordinates http://dublincore.org/documents/dcmi-point</p> <p>DCMI - DCMI Box – Identifies a region of space using its geographic limits http://dublincore.org/documents/dcmi-box</p> <p>ISO3166 - ISO 3166 – Codes for the representation of names of countries http://www.din.de/gremien/nas/nabd/iso3166ma/codlstp1/index.html</p> <p>TGN - TGN – The Getty Thesaurus of Geographic Names http://www.getty.edu/research/tools/vocabulary/tgn/index.html</p> <p>ISO19115 - ISO 19115 http://www.anzlic.org.au/asdi/metaiso.htm#iso</p> <p>ONSSNAC - ONS ‘SNAC’ – Database (Standard Names and Codes) http://www.statistics.gov.uk/geography/snac.asp</p> <p>FCO - FCO Geographical names and information list of country names http://www.govtalk.gov.uk</p> <p>FCO - FCO Geographical names and information list of country names http://www.fco.gov.uk</p> <p>RoyalMail - Postcode Address Finder https://www.royalmail.com/portal/rm/postcodefinder?pageId=pol_login</p> <p>W3CDTF - W3CDTF http://www.w3.org/TR/NOTE-datetime</p> <p>W3CDTF - W3CDTF http://dublincore.org/2003/03/24/dcq#W3CDTF</p> <p>DCMI - DCMI Period – A specification of the limits of a time interval http://dublincore.org/documents/dcmi-period</p>
Mapped to	<p>Dublin Core - Coverage http://purl.org/dc/elements/1.1/coverage</p> <p>Dublin Core - Refinements: Spatial http://purl.org/dc/terms/spatial</p> <p>Dublin Core - Temporal http://purl.org/dc/terms/temporal</p> <p>AGLS - Coverage; Refinements: Spatial, Temporal; Jurisdiction; Postcode.</p> <p>GI Gateway - Geographic extent; Refinements: Spatial referencing by coordinates: System of spatial referencing by coordinates; West bounding coordinate; East bounding coordinate; North bounding coordinate; South bounding coordinate; Postcode district extent; National extent; Administrative area extent; Date capture period; Status of start date of capture; Start date of capture; Status of End date of capture; end date of capture; Frequency of update.</p>

	<p>GILS - Refinements: Spatial domain; Place; Place keyword thesaurus; Place keyword; Bounding coordinates; West bounding coordinate; East bounding coordinate; North bounding coordinate; South bounding coordinate; Time period; Beginning date; Ending date; Time period textual; Time period structured.</p> <p>IEEE LOM - General.Coverage</p>
LAWs Notes	<p>This element should be used in a similar way to the SUBJECT element to describe the information contained in the resource. It should be used sparingly and only where the resource relates to a specific place or time. Will only be used with a either a or a temporal refinement.</p> <p>Give enough detail to ensure places that share names can be accurately identified, for example, Newcastle, New South Wales, Australia.</p>
CRM Notes	<p>This will be used to describe the geographical and temporal aspects of information resources across the local authority.</p>
CRM Source	<p>Selected from a pre-defined list</p>
CRM Definition	<p>The extent or scope of the content of the information resource – ie what information does the information resource cover.</p> <p>This element is extremely useful for limiting a search to information about a particular place or time. It can be thought of as a sub-section of Subject.</p> <p>There are various refinements of coverage. For example, coverage.temporal refers to the time period covered by the content of the resource. This is not the date it has been created.</p> <p>Coverage contains information about the spatial (geographical) and temporal (time) aspects of the content of the resource.</p> <p>‘Spatial’ can include ‘jurisdiction, town, county, borough, constituency, region etc’.</p> <p>If the element covers more than one area or time period, then the element can be repeated to account for this.</p> <p>Enough detail should be given to clearly identify a place – for example – Newcastle -upon Tyne, Newcastle-under-Lyme, Startford, Newham, London, Stratford-upon-Avon.</p>

2.7. Creator

Definition	An entity primarily responsible for making the content of the resource.
Purpose	To enable the user to find resources that were written or otherwise prepared by a particular individual or organisation.
Occurrence	1 - unbounded
Notes	<p>To enable a resource to be tracked when the division creating it has been disbanded or the Creator has moved on, include the full hierarchy, e.g. department, division, section, team. It is often best to ‘depersonalise’ the creator and give the job title rather than the person’s name.</p> <p>Give full contact details if possible, especially when they are not to be given elsewhere, i.e. where the creator is different from the publisher/distributor. If possible use generic e-mails rather than personal ones, as these are less likely to change, e.g. aviationstats@dtlr.gov.uk. There are, however, situations where the Creator has legal responsibilities and obligations, and personal names may be needed for audit trails.</p> <p>Acronyms may be meaningless to users. Use the full official title of the organisation, or link to a glossary or explanatory note.</p>
Not to be confused with	<p>publisher - The Creator is responsible for the intellectual or creative content of the resource; the publisher is the person or organisation that makes the resource available. You would contact the Creator to find out, for example, why this policy was made or how it will be implemented, whereas you would contact the publisher to find out about getting more copies or matters of copyright. In many cases the Publisher and Creator will be the same.</p> <p>contributor - The Creator is the person or group responsible for the intellectual or creative content of the resource, the Contributor played an important role but did not have primary or overall responsibility for the content.</p>
Examples	<p><i>For a resource for which chief responsibility for content rests with the Assistant Director</i> creator: Assistant Director. Cabinet Office. Office of the e-Envoy. Technology Policy. ukgovtalk@e-envoy.gov.uk</p> <p><i>For the minutes of a meeting which were drafted by the minutes secretary but for which responsibility for content rests with the chair of the meeting (the minutes secretary appears in the Contributor element).</i> creator: Jon Tiles. Chair. Manchester City Council. Community Regeneration Team. Community Regeneration Committee. crt@manchester.gov.uk</p> <p><i>For a resource prepared by an external consultant</i> creator: Stella Dextre-Clarke, Consultant SDClarke@LukeHouse.demon.co.uk</p>
HTML Syntax	<meta name="DC.creator" content="Assistant Director. Cabinet Office. Office of the e-Envoy. Markets, Technology and Innovation, Technology

	Policy. ukgovtalk@e-envoy.gov.uk"> <meta name="DC.creator" content="Jon Tiles. Chair. Manchester City Council. Community Regeneration Team. Community Regeneration Committee. crt@manchester.gov.uk">
Encoding schemes include	GDSC - Government Data Standards Catalogue http://www.govtalk.gov.uk/gdsc/html/default.htm
Mapped to	Dublin Core - Creator http://purl.org/dc/elements/1.1/creator AGLS - Creator GI Gateway - Originator IEEE LOM - LifeCycle.ContributeEntity
LAWs Notes	This is a mandatory element in the e-GMS and must be used for all resources. Give the job title or team name with main responsibility for the content e.g. 'press office'. Try to avoid using an individual's name. In essence, the intention behind CREATOR is to identify the person or team responsible for the information and to provide contact details. In many cases, as in this example, the contact details will be part of the content already. CMS can populate.
CRM Notes	Dublin Core recommends that the 'last name, first name' format is used to describe names (eg the name of the person who was a creator of the resource – Austin, Jane). The recommendation could be that creator is always in lower case to avoid biblical confusions of Creator and creator. If all information resources produced by a local authority have information about who created them, it is easier to manage those resources, it is easier to authenticate them and it is easier to find additional information about the resource as there is a named person or organisation to contact. An information resource may have several creators. For personal metadata records, a number of people may be responsible over time for creating this record. Detail should be available of all those people.
CRM Source	This could be auto-generated from user ID log-in (for example when logging in to a CMS). This will depend upon the technical infrastructures within each local authority.

2.8. Date

Definition	A date associated with an event in the life cycle of the resource.	
Purpose	To enable the user to find the resource by limiting the number of search hits according to a date, e.g. the date the resource was made available.	
Occurrence	1 - unbounded	
Notes	<p>Dates need to appear in a format that is recognisable to people all over the world, and that can be interpreted by computer software. The W3C format allows accurate searching, and makes it clear which is the year, month or day. The format is 'ccyy-mm-dd', where 'ccyy' is the year, 'mm' is the month and 'dd' the day.</p> <p>When the time is also needed, add 'hh:mm', where 'hh' is the hour (using the 24 hour clock), 'mm' is minutes. More about this notation can be found at http://www.w3.org/TR/NOTE-datetime.</p>	
Not to be confused with	<p>coverage - Date refers to dates relevant to the information resource itself, not the information held within the resource. For example, for a document about the civil service in the 18th century, put '18th century' in Coverage and put the date published in Date.</p> <p>disposal - use disposal.date reviewed to indicate when the decision to keep a resource needs to be made</p>	
Refinements	Acquired	The date on which the resource was received into the organisation.
	Available	Date (often a range) that the resource will become or did become available.
	Created	Date of creation of the resource.
	Cut-off date	Date from which the resource should no longer be added to or modified.
	Closed	Date which the capacity to store the resource as part of a collection was revoked.
	Date accepted	Date of acceptance of the resource (e.g. of thesis by university department, of article by journal etc.).
	Date copyrighted	Date of a statement of copyright. Use if date is different from date.created or if date.created is not given.
	Date submitted	Date of submission of the resource (e.g. thesis, article etc.).
	Declared	Date on which the resource was declared, filed or stored.
	Issued	Date of formal issuance (e.g. publication) of the resource.
	Modified	Date on which the resource was changed.
	Next version due	Date on which the resource is due to be superseded.
	Updating frequency	How often the resource is updated.

	Valid	The date (often a range) of validity of a resource.
Examples		<p><i>For a press release approved and sent to editors on 2nd December 2002 but not available for public viewing until 11:00 a.m. the following day</i> date.created: 2002-12-02 issued: 2002-12-03T11:00</p> <p><i>For an e-mail created 3rd July and received on 4th July:</i> date.created:2003-07-03 date.acquired:2003-07-04T06:37</p> <p><i>For a spreadsheet which will be replaced at the end of the financial year</i> date.cut-off date: 2004-03-31</p> <p><i>For a consultation document completed on 20th March 2003, released to the department only for comment on 30th March, and put on the web site for open consultation on 10th April with a closing date of 30th May</i> date.created: 2003-03-20 available: 2003-03-30 issued: 2003-04-10 valid: 2003-04-10/2003-05-30</p> <p><i>For a home page that went live on 6th January 2000</i> date.issued: 2000-01-06</p> <p><i>The same home page the following May, after it has been edited</i> date.issued: 2000-01-06 modified: 2000-05-01</p> <p><i>For a database originally created in 1997 but updated monthly since then</i> date.created:1997-09-09 updatingfrequency: monthly</p> <p><i>For an e-mail created 3rd July and received on 4th July:</i> date.created:2003-07-03 date.acquired:2003-07-04T06:37</p> <p><i>For a consultation document completed on 20th March 2003, released to the department only for comment on 30th March, and put on the web site for open consultation on 10th April with a closing date of 30th May</i> date.created: 2003-03-20 available: 2003-03-30 issued: 2003-04-10 valid: 2003-04-10/2003-05-30</p> <p><i>For an e-mail created 3rd July and received on 4th July:</i> date.created:2003-07-03 date.acquired:2003-07-04T06:37</p> <p><i>For a press release approved and sent to editors on 2nd December 2002 but not available for public viewing until 11:00 a.m. the following day</i> date.created: 2002-12-02 issued: 2002-12-03T11:00</p> <p><i>For a consultation document completed on 20th March 2003, released to the department only for comment on 30th March, and put on the web site for open consultation on 10th April with a closing date of 30th May</i> date.created: 2003-03-20 available: 2003-03-30 issued: 2003-04-10 valid: 2003-04-10/2003-05-30</p> <p><i>For a database originally created in 1997 but updated monthly since then</i> date.created:1997-09-09 updatingfrequency: monthly</p> <p><i>For a spreadsheet which will be replaced at the end of the financial year</i> date.cut-off date: 2004-03-31</p> <p><i>For a press release approved and sent to editors on 2nd December 2002 but not available for public viewing until 11:00 a.m. the following day</i> date.created: 2002-12-02 issued: 2002-12-03T11:00</p> <p><i>For a consultation document completed on 20th March 2003, released to the department only for comment on 30th March, and put on the web site for open consultation on 10th April with a closing date of 30th May</i></p>

	<p>date.created: 2003-03-20 available: 2003-03-30 issued: 2003-04-10 valid: 2003-04-10/2003-05-30</p> <p><i>For a home page that went live on 6th January 2000</i></p> <p>date.issued: 2000-01-06</p> <p><i>The same home page the following May, after it has been edited</i></p> <p>date.issued: 2000-01-06 modified: 2000-05-01</p> <p><i>The same home page the following May, after it has been edited</i></p> <p>date.issued: 2000-01-06 modified: 2000-05-01</p> <p><i>For a database originally created in 1997 but updated monthly since then</i></p> <p>date.created:1997-09-09 updatingfrequency: monthly</p> <p><i>For a consultation document completed on 20th March 2003, released to the department only for comment on 30th March, and put on the web site for open consultation on 10th April with a closing date of 30th May</i></p> <p>date.created: 2003-03-20 available: 2003-03-30 issued: 2003-04-10 valid: 2003-04-10/2003-05-30</p>
HTML Syntax	<pre><meta name="DC.date.issued" scheme="W3CDTF" content="2003-04-30"> <meta name="DC.date" content="2002-11-25"> <meta name="DC.date.issued" scheme="W3CDTF" content="2003-04-30"></pre>
Encoding schemes include	<p>GDSC - Government Data Standards Catalogue http://www.govtalk.gov.uk/gdsc/html/default.htm</p> <p>W3C - W3C http://www.w3.org/TR/NOTE-datetime</p> <p>W3C - W3C http://dublincore.org/2003/03/24/dcq#W3CDTF</p> <p>ISO19115 - ISO 19115 http://www.anzlic.org.au/asdi/metaiso.htm#iso</p>
Mapped to	<p>Dublin Core - date http://purl.org/dc/elements/1.1/date</p> <p>Dublin Core - dateAccepted http://purl.org/dc/terms/dateAccepted</p> <p>Dublin Core - dateAvailable http://purl.org/dc/terms/available</p> <p>Dublin Core - dateCopyrighted http://purl.org/dc/terms/dateCopyrighted</p> <p>Dublin Core - dateCreated http://purl.org/dc/terms/created</p> <p>Dublin Core - dateIssued http://purl.org/dc/terms/issued</p> <p>Dublin Core - dateModified http://purl.org/dc/terms/modified</p> <p>Dublin Core - dateSubmitted http://purl.org/dc/terms/dateSubmitted</p> <p>Dublin Core - dateValid http://purl.org/dc/terms/valid</p>

	<p>AGLS - Refinements: created, modified, valid, issued</p> <p>IEEE LOM - LifeCycle.Contribute.Date</p>
LAWs Notes	<p>This is a mandatory element in the e-GMS and should minimally be used with the ISSUED refinement.</p> <p>Use the W3C date format, of year-month-day.</p> <p>It really helps if you can remember that this element records date information about the resource itself and not about the actual content. The COVERAGE element has to be used to describe the period covered by the content.</p>
CRM Notes	<p>Date information is going to be an important aspect of information resources for CRM.</p> <p>There can be big differences between the council tax band information of 1999-04-01 and 2003-04-01. This needs to be explicit in the content itself.</p> <p>Where information is being held in the public domain for archive purposes, this needs to be clear.</p> <p>The date should not be auto-generated from a system clock. For example some websites have the day's date and time on them. This may have nothing to do with the last time the resource was amended and although the day's date is displayed, the resource may be out of date and inaccurate.</p>
CRM Source	<p>The date of when a resource is first created could be auto-generated from within a cms, where such software is being used. However, clear rules need to be defined within the CRM itself to determine exactly what is being auto-generated.</p>
CRM Definition	<p>There are several key dates in the life-cycle of an information resource.</p> <p>These key dates could be described as date created, date published, date archived. Date modified could also be used.</p> <p>Date information is a key piece of data about an information resource, although surprisingly absent from many digital information resources.</p> <p>Date is a metadata element which should be clearly visible to the information user. It should form part of the content of the information resource where possible.</p> <p>Date information relates to the date which the resource was created, modified, published, archived etc.</p> <p>It does not refer to the period of time which the information resource itself</p>

describes. For example, a list of key political events of the 20th century which was created on 1st January 2001 would have the date created as 2001-01-01. The 20th century date part would be described in the coverage.

The consistent description of the key dates of all information resources will allow much more effective control and management of those resources.

It will facilitate information storage and retrieval and will allow information to be collated and compared more easily.

It is proposed that a single date format is used for all information resources across the council. This format will follow the recommendations from the World Wide Web Consortium – w3c which is cyy – mm – dd, where cyy is the century / year – 1905, mm is the month and dd is the day.

Time could also be added to the date element. The recommendation is to use the 24 hour clock in the hh.mm format.

While it is unlikely that most information resources produced by the local authority will need to have the time added, this will be useful for CRM where information about individuals is being used and created.

2.9. Description

Definition	An account of the content of the resource.	
Purpose	To help the user decide if the resource fits their needs.	
Occurrence	0 - unbounded	
Notes	<p>The description could cover: Approach to subject (e.g. critique, explanation, beginners guide) Reason for production of resource (e.g. to inform, invite comments) Groups and organisations referred to Events covered List of key fields (database) or chapters Key outcomes Broad policy area Level (academic, basic etc.) Any other useful information. Keep the description as brief as possible and try not to repeat information that could be held in another tag (e.g. Title, Coverage or Subject).</p> <ul style="list-style-type: none"> • Approach to subject (e.g. critique, explanation, beginners guide) • Reason for production of resource (e.g. to inform, invite comments) • Groups and organisations referred to • Events covered • List of key fields (database) or chapters • Key outcomes • Broad policy area • Level (academic, basic etc.) • Any other useful information. 	
Refinements	Abstract	A summary of the content of the resource.
	Table of contents	A list of sub-units of the content of the resource.
Examples	<p><i>General</i> description: Leaflet for parents explaining the purpose of the introduction of Home-School agreements, which are compulsory for all maintained schools.</p> <p><i>General</i> description: A brief history of Blackheath. Covers physical aspects, notable events and people connected with the area</p> <p><i>General</i> description.tableOfContents: Document history / Introduction / Preparation / Lists of elements / General principles / Elements</p> <p><i>General</i> description.tableOfContents: Document history / Introduction / Preparation / Lists of elements / General principles / Elements</p>	
HTML Syntax	<pre><meta name="DC.description. The elements and refinements that provide the structure for metadata used by the UK public sector, along with introductory text" content=""> <meta name="DC.description" content="Leaflet for parents explaining the purpose of the introduction of Home-School agreements, which are compulsory for all maintained schools"> <meta name="DC.description.tableOfContents" content="Policy and scope / Implementation support / Management processes / Change management / Complying with the e-GIF"> <meta name="DC.description.tableOfContents" content="Policy and scope</pre>	

	/ Implementation support / Management processes / Change management / Complying with the e-GIF">
Mapped to	Dublin Core - Description http://purl.org/dc/elements/1.1/description AGLS - Description GI Gateway - Abstract GILS - Abstract IEEE LOM - General.Description
LAWs Notes	A meaningful description. Sites will need to provide guidelines on how content authors should complete this. The TITLE alone may contain sufficient detail, if so, leave DESCRIPTION blank.
CRM Notes	The description needs to be a concise outline of the content of the resource. Some people are better at writing precisely than others. Consideration should be given to guidelines and style guides for writing descriptions. Consideration should also be given to the tone of descriptions so that they are consistent from one to another, rather than some being detailed and others very brief or written in different styles. Description may be more useful for information resources over a certain size. There may be too much of an information and resource overload to write descriptions for every information resource.
CRM Source	The description would probably have to be created manually when a resource was added to the system. However, for some content, the description might be able to generated from the first paragraph of a report.
CRM Definition	The description element allows a more detailed description to be written about the resource than the title and subject allows for. The description outlines in more detail what the resource is about. The description element can be used to provide a precis or overview of the resource. The description element is one element which is used by the major search engines, and is displayed in the list of search results. The absence of using this element would mean the search engine might pick up the first three lines of content of a resource, which may or may not be an accurate description of the resource. By providing a clear title, subject, keywords and description for a resource, it is easier for software agents to accurately produce metadata through data

	mining processes.
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2.10. DigitalSignature

Definition	To be decided.
Purpose	
Occurrence	0 - unbounded
Notes	National Archives will examine what metadata is likely to be created by digital signature technology and how far it is of relevance/use in records management when the adoption of this technology is further advanced in the UK government. Changes will be made to this element when this work is completed.
Mapped to	Dublin Core AGLS GI Gateway GILS IEEE LOM

2.11. Disposal

Definition	The retention and disposal instructions for the resource.	
Purpose	Helps the user manage resources and ensure that they are not kept after they are needed or disposed of before their time.	
Occurrence	0 - unbounded	
Notes	<p>It is recommended that all web pages have a Review date, so webmasters can easily locate pages before they become out of date and take necessary action, e.g. modify them and send the original to their organisation's records office.</p> <p>AutoRemoveDate is used for machine generated removals, where there is absolutely no need for human intervention and review.</p> <p>Many of the refinements will be used almost entirely for long-term records management purposes.</p> <p>Disposal in electronic records management systems (ERMS) is generally managed at the folder level. ERMS manage the disposal of resources to ensure they are only destroyed in accordance with an agreed disposal schedule and retained for periods consistent with the need to retain the resource. Further information is available at www.pro.gov.uk/recordsmanagement/erecords/2002reqs/2002requirementsfinal.pdf and http://www.pro.gov.uk/recordsmanagement/erecords/2002reqs/2002metadatafinal.pdf</p>	
Refinements	Auto remove date	The date on which the resource will automatically be removed from the system.
	Disposal action	The action to be taken once the condition is reached.
	Disposal authorised by	The identity of the role, the person or the policy authorising the disposal.
	Disposal comment	The reason for disposal.
	Disposal conditions	An event that triggers disposal of the resource, e.g. closure of folder.
	Disposal date	The date the disposal action is due to take place, i.e. from the disposal event, plus the disposal time period.
	Date of last review	The date the schedule for disposal was last reviewed
	Disposal export destination	The location where an exported resource will be disposed, e.g. National Archives for permanent preservation.
	Disposal export status	Information about the progress of the export, e.g. pending, already executed, failed.
	Disposal review	The date on which the resource should be reviewed to determine the need to retain it.
	Disposal review details	The details of the review decision which has been taken.
	Disposal reviewer details	The identity of the reviewer.
	Disposal schedule ID	The disposal schedule used to determine the disposal of the resource.

	Disposal time period	A specific period of time following a specific event determining the period for which the resource must be kept for business purposes.
Examples	<p><i>For a resource which will need to be sent to National Archives for archiving after a set period</i> disposal.conditions: Five years after completion of programme Action: Retain until transfer to National Archives</p> <p><i>For a web page which states that 'The final report will be published in August 2003'</i> disposal.review: 2003-08-01</p> <p><i>For a resource which will automatically be removed on 3rd September 2003, without any review taking place</i> disposal.autoRemoveDate: 2003-09-03</p> <p><i>For a resource which will automatically be removed on 3rd September 2003, without any review taking place</i> disposal.autoRemoveDate: 2003-09-03</p> <p><i>For a resource which will need to be sent to National Archives for archiving after a set period</i> disposal.conditions: Five years after completion of programme Action: Retain until transfer to National Archives</p> <p><i>For a web page which states that 'The final report will be published in August 2003'</i> disposal.review: 2003-08-01</p>	
HTML Syntax	<pre><meta name="e-GMS.disposal.autoRemoveDate" content="2003-08-20"> <meta name="e-GMS.disposal.review" content="2003-10-20"> <meta name="e-GMS.disposal.autoRemoveDate" content="2003-08-20"> <meta name="e-GMS.disposal.review" content="2003-10-20"></pre>	
Encoding schemes include	<p>NationalArchives - National Archives – Disposal list (Destroy, Review, Export). http://www.pro.gov.uk/recordsmanagement/erecords/2002reqs/2002metadatafinal.pdf</p> <p>W3C - W3C – Date formats (Disposal date, Review date, Date of last review) http://www.w3.org/TR/NOTE-datetime</p> <p>W3C - W3C http://dublincore.org/2003/03/24/dcq#W3CDTF</p>	
Mapped to	Dublin Core AGLS GI Gateway GILS IEEE LOM	
CRM Notes	<p>For CRM, there may be statutory requirements on the retention and disposal of information contained in a resource.</p> <p>There may be statutory requirements for other information resources.</p>	

	<p>The use of the disposal element could be useful in helping to manage information held within a CRM.</p> <p>In terms of archiving and storage, there is one school of thought which argues that information should never be destroyed once it has been created, but should be archived instead.</p>
CRM Source	<p>A local authority should have clear policies in place for the disposal or archiving of information. This should form part of the information management policy.</p> <p>All staff working with information should be aware of the policy at a local level.</p>
CRM Definition	<p>For CRM, there may be statutory requirements on the retention and disposal of information contained in a resource.</p> <p>There may be statutory requirements for other information resources.</p> <p>The use of the disposal element could be useful in helping to manage information held within a CRM.</p> <p>In terms of archiving and storage, there is one school of thought which argues that information should never be destroyed once it has been created, but should be archived instead.</p>

2.12. Format

Definition	The physical or digital manifestation of the resource.	
Purpose	Allows the user to search for items of a particular format.	
Occurrence	0 - unbounded	
Notes	<p>Have separate metadata for each format of the resource, rather than one entry with several formats listed. Use the Relation element to indicate when the resource is available in other formats.</p> <p>Format may include the media-type or dimensions of the resource. It may be also be used to determine the software, hardware or other equipment needed to display or operate the resource. Examples of dimensions include size and duration. Recommended best practice is to select a value from a controlled vocabulary (for example, the list of Internet Media Types [MIME] defining computer media formats).</p>	
Not to be confused with	<p>type - Format looks at the physical format of the resource, Type considers the content. Format includes hard or electronic copy, and the software needed to access the resource; Type describes the category of the information in the resource, e.g. minutes, annual report, job advertisement.</p>	
Refinements	Extent	The size or duration of the resource.
	Medium	The material or physical carrier of the resource.
Examples	<p><i>For a travel guide with additional material</i> format: Text. Book with map insert</p> <p><i>For a database</i> format: Text/vnd.ms-access extent: 345+mb</p> <p><i>For a software application</i> format: Application/vnd.ms-access</p> <p><i>For a web page in HTML</i> format: Text/html</p> <p><i>For a Word document held on a CD-ROM</i> format: Text/MS Word 97 medium: CD-ROM</p> <p><i>For a database</i> format: Text/vnd.ms-access extent: 345+mb</p> <p><i>For a Word document held on a CD-ROM</i> format: Text/MS Word 97 medium: CD-ROM</p>	
HTML Syntax	<pre><meta name="DC.format" content="Microsoft Word"> <meta name="DC.format.medium" scheme="IMT" content="image/gif"> <meta name="DC.format.extent" content="27 KB"> <meta name="DC.format.extent" content="27 KB"> <meta name="DC.format.medium" scheme="IMT" content="image/gif"></pre>	
Encoding schemes include	<p>IMT - Internet Media Type (IMT) Scheme</p> <p>PRONOM - PRONOM http://www.pro.gov.uk/about/preservation/digital/pronom/default.htm</p>	
Mapped to	<p>Dublin Core - Format http://purl.org/dc/elements/1.1/format</p>	

	<p>AGLS - Format refinements: extent, medium</p> <p>IEEE LOM - Technical.Format</p>
CRM Notes	<p>The use of format can help the user decide how useful a resource is likely to be. For example, if they only want pictures of the Mayor, then being able to access only jpeg files will be helpful.</p>
CRM Source	<p>A controlled list of format types is being created at a national level and the format type can be selected from that list.</p> <p>A cms should be able to auto-generate the format type, when it is added to the system.</p>
CRM Definition	<p>The format could be the physical nature of the resource – for example a book.</p> <p>It could also be the digital file format of a resource – for example html, pdf, txt, jpeg and so on.</p> <p>Describing the format can be useful if the user is looking for information stored in particular formats such as images.</p> <p>Format describes the physical format of the resource – eg hardcopy, pdf file.</p> <p>A resource may be available in a range of formats – for example on the govtalk.gov.uk website, information resources are available in an html, rtf and pdf formats. This increases the access to information resources.</p> <p>Organisations need to make decisions as to whether they would describe metadata for each of the formats (eg the three common formats described above for web resources) or whether they would create separate metadata for each resource. The more effective way would be to create one metadata record and reference the separate formats using unique identifiers.</p>

2.13. Identifier

Definition	An unambiguous reference to the resource within a given context.	
Purpose	Allows a user to search for a specific resource or version.	
Occurrence	1 if applicable - unbounded	
Notes	<p>Recommended best practice is to identify the resource by means of a string or number conforming to a formal identification system. Be cautious about using the URL as it can change, though it will often be the best identifier available. Identification codes automatically allocated by records and content management systems can be used.</p> <p>It is not always possible to find a unique identifier for a resource, especially if it is not practical to use the URL. Examples include forms or leaflets that are produced by the organisation and need to be easily identified. While these usually have a code allocated (e.g. SA100 for a tax return form) this code is rarely universally unique ('SA100' is also a biplane, an amplifier, a set of kitchen scales, a marine antenna, a broadband service unit, a caller ID unit for telephones, a smoke alarm, a bus stop in Ottawa, and an MP3 player).</p> <p>Identifiers can be made 'more unique' by prefixing them with the IARN (IAR Number departmental code), which is allocated to each government department and agency by HMSO.</p> <p>The OeE is investigating the use of Digital Object Identifiers (DOIs) and other persistent unique identifiers. The OeE has set up a proof of concept with TSO.</p>	
Not to be confused with	location - Location indicates the physical location of the resource, not its electronic file-path or URL.	
Refinements	Bibliographic Citation	A bibliographic reference for the resource.
	Case ID	To identify the case handling environment
	Fileplan ID	The reference derived from the fileplan. This is a culmination of information inherited from higher levels of aggregation in the fileplan.
	System ID	Typically, a machine-generated running number allocated when the file is first created. This will typically be used by the internal processes and will rarely be visible to the end user, although it can be a useful tool for administrators accessing other information about the file-path object (e.g. interrogating the audit trail).
Examples	<p><i>For a resource with an automatically generated identifier</i> identifier: DTR/CA/NATS/2000-8769B</p> <p><i>For a resource with an automatically generated identifier</i> identifier: [ISBN]0711504083</p> <p><i>For a resource with an automatically generated identifier</i></p>	

	<p>identifier: [URI] http://www.e-envoy.gov.uk/e-gif <i>For a tax return form, the Inland Revenue IARN followed by the form's code</i> identifier: IR000-SA100 <i>Other</i> identifier.systemId: 0711504083 <i>Other</i> identifier.filePlanId: OeE/250/332/40/06 <i>Other</i> identifier.bibliographicCitation: Byrne, Q. (1994). A question of data. In Government Online Review, (ed John Mayre), 2: 4-15. <i>Other</i> identifier.bibliographicCitation: Byrne, Q. (1994). A question of data. In Government Online Review, (ed John Mayre), 2: 4-15. <i>Other</i> identifier.filePlanId: OeE/250/332/40/06 <i>Other</i> identifier.systemId: 0711504083</p>
HTML Syntax	<pre><meta name="DC.identifier" content="http://purl.oclc.org/NET/e-GMS_v1"> <meta name="DC.identifier" scheme="ISBN" content="0711504083"> <meta name="DC.identifier.filePlanId" content="79455334100"> <meta name="DC.identifier.filePlanId" content="79455334100"></pre>
Encoding schemes include	<p>URI - URI http://www.ietf.org/rfc/rfc2396.txt URI - URI http://purl.org/dc/terms/URI ISBN - ISBN http://www.isbn.org/standards/home/index.asp ISSN - ISSN http://www.issn.org:8080/English/pub IARN - IARN http://www.inforoute.hmso.gov.uk/ LGCS - Local Government Classification Scheme http://www.esd.org.uk/standards/lgcs/</p>
Mapped to	<p>Dublin Core - Identifier http://purl.org/dc/elements/1.1/identifier AGLS - Identifier</p> <p>IEEE LOM - Split into General.Catalogentry.Entry and General.Catalogentry.Catalog. If the value is a URL then also Technical.Location</p>
LAWs Notes	<p>Can be used to hold references such as code numbers of forms, leaflets etc or ISBNs. It may not be used for the majority of resources but will be very valuable for some.</p>

CRM Notes	<p>An ISBN number for a book is a good example of a unique identifier. For example, the ISBN for 'The Big Sleep' by Raymond Chandler is 0-14-010892-0.</p> <p>It would obviously be helpful if local authorities used the same conventions to describe unique identifiers. It would certainly be desirable within an authority to use the same format to describe unique identifiers.</p>
CRM Source	<p>A unique reference could be generated by the CRM or by a cms. However, some work would be needed to ensure a standard way of describing and allocating unique identifiers was adhered to.</p>
CRM Definition	<p>An identifier is a unique way of identifying the resource.</p> <p>There are a number of possible unique identifier formats which could be used.</p> <p>The URI – unique resource identifier is discussed in detail at the dublincore website.</p> <p>DOI – digital object identifier is another way of uniquely identifying a digital resource.</p> <p>Unique identifiers can be used as the means to attached RDF /XML files containing metadata to information resources and this is discussed in detail in this report.</p> <p>Unique identifiers can also be used for the management and retrieval of information.</p> <p>Unique identifiers could also follow logical sequences which could help show the relationships between information resources.</p> <p>URL's and unique identifiers. A url could be a unique identifier, but it is not necessarily one. There are several disadvantages of using a url as a unique identifier which include: an information resource may not be a webpage a url may point to a webpage but that webpage may contain several information resources including six different pictures of the mayor, a pdf file and some text unfortunately url's can be changed due to website re-structuring and re-organisation url's generated from within some cms systems can be extremely long ,unwieldy and very difficult to comprehend. Care needs to be taken in relation to CRM that identifier in this context means the unique identifier of an information resource. It is possible within CRM that unique identifiers could be used as part of the personal data description. For example, an NHS number could be a unique identifier used for a person.</p> <ul style="list-style-type: none"> • an information resource may not be a webpage • a url may point to a webpage but that webpage may contain several

	<p>information resources including six different pictures of the mayor, a pdf file and some text</p> <ul style="list-style-type: none">• unfortunately url's can be changed due to website re-structuring and re-organisation• url's generated from within some cms systems can be extremely long ,unwieldy and very difficult to comprehend.
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2.14. Language

Definition	A language of the intellectual content of the resource.
Purpose	Enables users to limit their searches to resources in a particular language.
Occurrence	1 recommended - unbounded
Notes	<p>The use of language codes simplifies the inputting of the language element. Most users will learn the relevant codes quickly. Most systems can be set so that the name of the language is displayed in full, which is more user-friendly.</p> <p>Use of the language element is especially important for resources that will be loaded onto the Internet. It is an invaluable means for people to limit their searches to items that are relevant to their own needs.</p> <p>For existing systems where other codes from ISO 639 are being used, it should be possible to continue with these and map to 639-2/T.</p>
Examples	<p><i>For a resource written in English</i> language: eng</p> <p><i>For a resource written in Welsh and English</i> language: [ISO 639-2/T] cym</p> <p><i>For a Polish translation of a resource originally written in Portuguese. (Use 'Relation' to link to the original Portuguese version)</i> language: [ISO 639-2/T] pol</p>
HTML Syntax	<pre><meta name="DC.language" scheme="ISO 639-2/T" content="eng"> <meta name="DC.language" scheme="ISO 639-2/T" content="cym"></pre>
Encoding schemes include	<p>ISO639-2 - ISO 639-2 http://www.loc.gov/standards/iso639-2</p>
Mapped to	<p>Dublin Core - Language http://purl.org/dc/elements/1.1/language</p> <p>AGLS - Language</p> <p>GI Gateway - Language</p> <p>GILS - Language of resource</p> <p>IEEE LOM - General.Language</p>
LAWs Notes	<p>Should always be used and will become more important as more languages start to appear on web pages.</p> <p>If a resource is published in more than one language, there should be a separate metadata record for each one.</p> <p>(CMS can default to value for English)</p>
CRM Notes	Multilingual information resources could be available in a range of formats – eg as pdf files, gifs, audio and video files. It will be necessary to

	<p>organise and retrieve this information.</p> <p>For CRM purposes, language could be used as a personal data element which defines the first language spoken by the customer and other languages spoken by the customer.</p>
CRM Source	This could be generated automatically from with the CRM system – also possible for the creator to select from a predefined list
CRM Definition	<p>The language element describes the language used in the information resource itself.</p> <p>Many information resources held by a local authority, but increasingly information can be made available in community languages and in multiple language formats.</p> <p>By using the language element, the user will be able to find information which is in particular languages.</p> <p>By using the format of RDF / XML, it will be possible to describe the metadata itself in the community languages.</p>

2.15. Location

Definition	The physical location of the resource.
Purpose	Enables the physical form of the resource to be found.
Occurrence	0 - unbounded
Notes	<p>Location will mainly be used for items held in a physical format, e.g. paper files.</p> <p>This is especially relevant for items listed in a metadatabase (a catalogue containing the metadata of resources but not the resources themselves). Metadatabases may refer to items not available in electronic format.</p> <p>It will also be valuable for electronic resources stored on physical media, e.g. magnetic tapes or CD-ROMs.</p>
Not to be confused with	<p>identifier - The URL or filename refers to an electronic, machine readable pathway, not a physical location. Such information should go in the Identifier element.</p> <p>coverage - This element concerns what the resource is about and not where the resource is.</p>
Examples	<p><i>General</i> location: Storeroom 16, Box 38</p> <p><i>General</i> location: Library, Hansard Room, disc 1874D</p> <p><i>General</i> location: Hackbridge, Acme Storage Facility, Room 84B</p>
HTML Syntax	<pre><meta name="e-GMS.location" content="Library, Hansard Room, disc 1874D"></pre> <pre><meta name="e-GMS.location" content="Hackbridge, Acme Storage Facility, Room 84B"></pre>
Encoding schemes include	<p>GDSC - Government Data Standards Catalogue http://www.govtalk.gov.uk/gdsc/html/default.htm</p>
Mapped to	<p>Dublin Core</p> <p>AGLS</p> <p>GI Gateway</p> <p>GILS</p> <p>IEEE LOM</p>
LAWs Notes	Most web content has no physical location.

2.16. Mandate

Definition	Legislative or other mandate under which the resource was produced.
Purpose	Clarifying the legislative or other mandate for the business activity producing the records.
Occurrence	0 - unbounded
Notes	<p>A balance needs to be struck between the usefulness of this information and the overhead cost involved in collecting it.</p> <p>Organisations using electronic document or records management systems may choose to use the sub-element with a broader approach than indicated, capturing mandate details at class level and cascading this down through inheritance to the records below.</p> <p>Recommended practice is to exclude very broad legislative provisions, e.g. Companies Act 1989, and concentrate on the capturing of exceptional and specific powers, e.g. Charities Act 1993, section 8.</p> <p>It is recommended that a link to the legislative provisions be given if one exists. UK statutes are available on line at http://www.hmso.gov.uk/legis.htm</p> <p>There may be little point in capturing all of the sub-elements if the business environment means that they tend to overlap (e.g. the power or purpose used to conduct the business function is the same as that purpose for which personal data is collected or one of these (or both) equates to a DPA Part 4 exempt category).</p>
Not to be confused with	rights - Exemption from the data subject access provisions of the DPA 1998 is covered by the Rights element.
Examples	<p><i>For a resource which has been produced by order of an Act of Parliament</i> Mandate.authorisingStatute: Land Registration Act 2002 c.9</p> <p><i>For a resource which has been produced by order of an Act of Parliament</i> Mandate.authorisingStatute: Land Registration Act 2002 c.9</p>
HTML Syntax	<pre><meta name="e-GMS.mandate" content="Companies Act 1985"> <meta name="e-GMS.mandate.authorisingStatute" content="Charities Act 1993, section 8"> <meta name="e-GMS.mandate.authorisingStatute" content="Charities Act 1993, section 8"></pre>
Mapped to	<p>Dublin Core</p> <p>AGLS - Mandate</p> <p>GI Gateway</p> <p>GILS</p>

	IEEE LOM
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2.17. Preservation

Definition	Information to support the long-term preservation of a resource.
Purpose	Enables users now and in the future to read, interpret and use the resource.
Occurrence	0 - unbounded
Notes	<p>Preservation will be mainly used by records managers and others engaged in the long-term storage of official records.</p> <p>It will be used to support departmental migration activity, sustainability and archival preservation of the resource, and preserve aspects of the provenance of the resource across transfer of custody between departments and to the National Archives.</p> <p>A variety of approaches may have to be taken to sustain and preserve electronic resources and their components across technical platforms. Information on the technical environment that produced the original objects greatly improves the chances of such approaches being achieved successfully and may make possible digital archaeological reconstruction where past management has been lacking (and costs are justified). Some of this information may need to be included in archival description or custody documentation.</p> <p>As preservation strategies across government emerge, some of the refinements may need to be mandated in future for resources identified as being of long-term importance. Additionally, some will be concerning the original environment of the records (possibly requiring automatic capture at declaration stage) and others may be defined at the batch level for resources at platform or format migration.</p>
Not to be confused with	<p>Relation.hasFormat - This refers to another resource which is essentially the same intellectual content presented in another format. Preservation.originalFormat refers to the format in which the resource was first made but in which it no longer exists.</p> <p>Format - This provides information about the format of the resource, for current processing. Preservation provides additional information intended to facilitate long-term preservation. Preservation.originalFormat refers to the format in which the resource was first made.</p>
Examples	<p><i>For a resource which was originally created in WordStar version 2, but has since been converted to Word</i> Preservation.originalFormat: WordStar v2</p> <p><i>For a resource which was originally created in WordStar version 2, but has since been converted to Word and is no longer available in WordStar</i> Preservation.originalFormat: WordStar v2</p>
HTML Syntax	<pre><meta name="e-GMS.preservation" content="Microsoft Word 2002 (10.3416.2501) SP-1"> <meta name="e-GMS.preservation" content="Microsoft Word XP"></pre>

Encoding schemes include	PRONOM - PRONOM http://www.pro.gov.uk/about/preservation/digital/pronom/default.htm
Mapped to	Dublin Core AGLS GI Gateway GILS IEEE LOM
LAWs Notes	The use of this element requires consideration by record managers.

2.18. Publisher

Definition	An entity responsible for making the resource available.
Purpose	Enables users to find a resource published by a particular organisation or individual. It can also be referred to by those wanting to re-use or re-publish the resource elsewhere or purchase a copy of the resource.
Occurrence	1 if applicable - unbounded
Notes	<p>'Publisher' is used here in its widest sense, so an organisation that places an information resource on a web site is the publisher, even if no hard-copy version is made available. The publisher is the person or organisation a user needs to contact in order to obtain permission to re-publish the information contained in the resource or to obtain copies in a different format.</p> <p>A publisher has certain legal rights and responsibilities regarding the resource, so should always be named.</p>
Not to be confused with	<p>creator - The publisher is the organisation or person that makes the resource available to the public (in the traditional sense of publishing a book or in the latest sense of releasing the resource on a web site). The publisher is the entity that the user would contact to obtain new copies, or discuss copyright issues. The Creator, and to some extent the Contributor, are responsible for the content of the resource. The user would therefore contact the Creator to find out, for example, why the particular policy described in the resource was made or what the process was to contribute to the discussion. In many cases the Publisher and Creator will be the same.</p> <p>contributor - The publisher is the organisation or person that makes the resource available to the public (in the traditional sense of publishing a book or in the latest sense of releasing the resource on a web site). The publisher is the entity that the user would contact to obtain new copies, or discuss copyright issues. The Creator, and to some extent the Contributor, are responsible for the content of the resource. The user would therefore contact the Creator to find out, for example, why the particular policy described in the resource was made or what the process was to contribute to the discussion. In many cases the Publisher and Creator will be the same.</p>
Examples	<p><i>General</i> publisher: London Borough of Lewisham, Town Hall, Catford, London SE6 4RU. Tel 020 8314 6000. enquiries@lewisham.gov.uk</p> <p><i>General</i> publisher: The Stationery Office, St Crispins, Duke Street, Norwich, NR3 1PD. Telephone 0870 600 5522. Facsimile 0870 600 5533. E-mail esupport@theso.co.uk</p> <p><i>General</i> publisher: The Cabinet Office, Office of the e-Envoy, Stockley House, 130 Wilton Road, London, SW1V 1LQ govtalk@e-envoy.gsi.gov.uk</p>
HTML Syntax	<meta name="DC.publisher" content="The Cabinet Office, Office of the e-

	<p>Envoy, Stockley House, 130 Wilton Road, London, SW1V 1LQ govtalk@e-envoy.gsi.gov.uk"> <meta name="DC.publisher" content="The Stationery Office, St Crispins, Duke Street, Norwich, NR3 1PD. Telephone 0870 600 5522. Facsimile 0870 600 5533. E-mail mailto:mesupport@theso.co.uk"></p>
Encoding schemes include	<p>GDSC - Government Data Standards Catalogue http://www.govtalk.gov.uk/gdsc/html/default.htm</p>
Mapped to	<p>Dublin Core - Publisher http://purl.org/dc/elements/1.1/publisher AGLS - Publisher, Availability</p> <p>IEEE LOM - LifeCycle.Contribute.Entity</p>
LAWs Notes	<p>Should usually default to the name, address, tel, fax & email of the council but user needs ability to overtype if for example a community group is the publisher.</p> <p>(CMS can provide default)</p>
CRM Notes	<p>For information resources published by a local authority, it is recommended that the local authority is the publisher rather than named individuals. Each local authority has an obligation to produce a publication scheme under the requirements of the Freedom of Information Act.</p> <p>Full contact details of the publisher should be provided.</p>
CRM Source	<p>This could be auto-generated at the time the resource is published</p>
CRM Definition	<p>The publisher is the person or organisation making the information resource available.</p> <p>In a local authority, all of the information which is produced by members of staff will be the property of that local authority. It is assumed that if a person or organisation publishes information that they have a right to do so and that they are the owners of the intellectual property rights of that information.</p> <p>The publisher may publish on to websites in the form of html pages, or reports or it could be computer code.</p> <p>Publisher suggests obligations and quality assurance. The publisher of a newspaper will try to ensure that content in the paper does not libel or slander anyone.</p> <p>Publishers of print information can be held legally responsible for the accuracy and truthfulness of the content.</p>

2.19. Relation

Definition	A reference to a related resource.	
Purpose	Enables the user to find other resources that are related to a resource, or to group together individual resources which then form a collection.	
Occurrence	0 - unbounded	
Notes	<p>Recommended best practice is to reference the resource by means of a string or number conforming to a formal identification system, i.e. the referenced resource's Identifier.</p> <p>When using refinements, use the most specific one that is applicable. Relation can be used to allow cascading retrieval of interrelated objects, especially if used in conjunction with the Aggregation element. (More information can be found in the National Archives' Metadata Standard.) It is also invaluable for linking items in multiple parts, different versions of the same resource and items available in multiple formats.</p>	
Not to be confused with	<p>source - Do not use Source if it is more appropriate to put this data in the Relation element, i.e. it may be more accurate to use the IsVersionOf refinement of Relation.</p> <p>Preservation.originalFormat - Refers to the format in which the resource was first made but in which it no longer exists. Relation.hasFormat refers to another resource which is essentially the same intellectual content presented in another format.</p>	
Refinements	Conforms to	A reference to an established standard to which the resource conforms.
	Has format	The described resource pre-existed the referenced resource, which is essentially the same intellectual content presented in another format.
	Has version	The described resource has a version, edition, or adaptation, namely, the referenced resource.
	Has part	The described resource includes the referenced resource either physically or logically.
	Is defined by	The described resource is given an effective working definition by the referenced resource.
	Is format of	The described resource is the same intellectual content of the referenced resource, but presented in another format.
	Is part of	The described resource is a physical or logical part of the referenced resource. Comments: When the described resource is part of another, it may be possible for it to inherit metadata elements from the parent resource. For example, the subject metadata of a folder may be inherited by all of the files within that folder.
	Is referenced by	The described resource is referenced, cited, or otherwise pointed to by the referenced resource.

	Is replaced by	The described resource is supplanted, displaced, or superseded by the referenced resource.
	Is required by	The described resource is required by the referenced resource to support its function, delivery, or coherence of content.
	Is version of	The described resource is a version, edition, or adaptation of the referenced resource. A change in version implies substantive changes in content rather than differences in format. Comments: Includes translations of resources.
	Provides definition of	The described resource provides an effective working definition of an item whose usual name is given in the value.
	Reason for redaction	The reason for the publication of a redaction or extract.
	Redaction	The described resource has a version with some part of the content marked or removed to make the remainder of the content releasable.
	References	The described resource references, cites, or otherwise points to the referenced resource.
	Requires	The described resource requires the referenced resource to support its function, delivery, or coherence of content.
	Replaces	The described resource supplants, displaces, or supersedes the referenced resource.
	Sequence no	The resource's allocated number in a sequence to which it belongs. Comment: this refinement has been deprecated
Examples	<p><i>For a publication with an associated press release</i> relation: Press release 2002-01-03, http://www.idea.gov.uk/news/press/030102.htm</p> <p><i>For a web site which replaces an earlier web site with similar content</i> relation.replaces: www.open.gov.uk</p> <p><i>For version 2 of the e-GMS, showing its link to version 1</i> relation: isVersionOf: http://purl.oclc.org/NET/e-GMS_v1</p> <p><i>For a folder that groups together files on a particular issue</i> relation.hasPart: DAA/FIN37/22/2001/LBR2001-08-13</p> <p><i>For a file that belongs in the above folder</i> relation.isPartOf: DAA/FIN37/22/2001</p> <p><i>For a document that is No 7 in the 'Information Management' series</i> relation.isPartOf: Information management series sequenceno: 7</p> <p><i>For a resource interpreting a set of statistics, but not listing those statistics</i> Relation.requires: 398762342X</p> <p><i>For an HTML document that was originally made available in hard copy</i> relation.isFormatOf: [ISBN] 0711504237</p> <p><i>For an XML schema document which requires another XML schema document to be available to the schema processor</i> relation.requires: IR/Saelements-2002-v1.0</p> <p><i>For an XML schema providing a definition of the XML data type</i></p>	

	<p><i>NationalInsuranceNumberType</i> relation.providesDefinitionOf: NationalInsuranceNumberType For a folder that groups together files on a particular issue relation.hasPart: DAA/FIN37/22/2001/LBR2001-08-13 For an HTML document that was originally made available in hard copy relation.isFormatOf: [ISBN] 0711504237 For a file that belongs in the above folder relation.isPartOf: DAA/FIN37/22/2001 For a document that is No 7 in the 'Information Management' series relation.isPartOf: Information management series sequenceno: 7 For version 2 of the e-GMS, showing its link to version 1 relation: isVersionOf: http://purl.oclc.org/NET/e-GMS_v1 For an XML schema providing a definition of the XML data type <i>NationalInsuranceNumberType</i> relation.providesDefinitionOf: NationalInsuranceNumberType For a resource interpreting a set of statistics, but not listing those statistics Relation.requires: 398762342X For an XML schema document which requires another XML schema document to be available to the schema processor relation.requires: IR/SAelements-2002-v1.0 For a web site which replaces an earlier web site with similar content relation.replaces: www.open.gov.uk</p>
HTML Syntax	<pre><meta name="DC.relation" content="Press release 2002-01-03, http://www.idea.gov.uk/news/press/030102.htm"> <meta name="DC.relation.requires" scheme="ISBN" content="398762342X"> <meta name="DC.relation.isFormatOf" scheme="ISBN" content="0711504083"> <meta name="DC.relation.hasFormat" scheme="URI" content="http://www.foo.bar/explanation.pdf"> <meta name="DC.relation.hasFormat" scheme="URI" content="http://www.foo.bar/explanation.pdf"> <meta name="DC.relation.isFormatOf" scheme="ISBN" content="0711504083"> <meta name="DC.relation.requires" scheme="ISBN" content="398762342X"></pre>
Encoding schemes include	<p>URI - URI http://purl.org/dc/terms/URI ISBN - ISBN http://www.isbn.org/standards/home/index.asp ISSN - ISSN http://www.issn.org:8080/English/pub</p>
Mapped to	<p>Dublin Core - relation http://purl.org/dc/elements/1.1/relation Dublin Core - relation.isPartOf http://purl.org/dc/terms/isPartOf</p>

	<p>Dublin Core - relation.hasPart http://purl.org/dc/terms/hasPart</p> <p>Dublin Core - relation.isVersionOf http://purl.org/dc/terms/isVersionOf</p> <p>Dublin Core - relation.hasVersion http://purl.org/dc/terms/hasVersion</p> <p>Dublin Core - relation.isFormatOf http://purl.org/dc/terms/isFormatOf</p> <p>Dublin Core - relation.hasFormat http://purl.org/dc/terms/hasFormat</p> <p>Dublin Core - relation.references http://purl.org/dc/terms/references</p> <p>Dublin Core - relation.isReferencedBy http://purl.org/dc/terms/isReferencedBy</p> <p>Dublin Core - relation.isRequiredBy http://purl.org/dc/terms/isRequiredBy</p> <p>Dublin Core - relation.requires http://purl.org/dc/terms/requires</p> <p>Dublin Core - relation.isReplacedBy http://purl.org/dc/terms/isReplacedBy</p> <p>Dublin Core - relation.replaces http://purl.org/dc/terms/replaces</p> <p>Dublin Core - relation.conformsTo http://purl.org/dc/terms/conformsTo</p> <p>AGLS - Relation Refinements: IsPartOf/HasPart; IsVersionOf/HasVersion; IsFormatOf/HasFormat; References/IsReferencedBy; IsRequiredBy/Requires; IsReplacedBy/Replaces.</p> <p>GI Gateway - Dataset association: Additional information source.</p> <p>GILS - Cross reference Refinements: Cross reference title; Cross reference relationship; Cross reference linkage; Linkage; Linkage type.</p>
CRM Notes	<p>Relationships between resources should be defined in a consistent way. The unique identifier can be used to show the relationships.</p> <p>The relation element is likely to become more widely used as the concept of the semantic web develops.</p> <p>Relations can be shown between objects – all of the local service centres in the borough – and people – all of the people who work in the contact centres.</p>
CRM Definition	<p>A reference to a related information resource.</p> <p>Metadata facilitates showing the relationships between information</p>

	<p>resources.</p> <p>A resource can have relationships with several other resources and therefore this is a repeating element.</p> <p>The relationships between other resources should be described in a consistent way.</p> <p>Relation are used to help cluster information and to help the user find information and related information. It can be useful in generating background information to an information resource and finding other resources which might not be obvious but which are useful.</p>
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2.20. Rights

Definition	Information about rights held in and over the resource.	
Purpose	Indicates who has the right to see, copy, redistribute, republish or otherwise make use of all or part of the resource.	
Occurrence	0 - unbounded	
Notes	<p>If possible provide a link to a resource giving more details about the Rights marking, e.g. the 'Crown copyright' statement at http://www.hmso.gov.uk/docs/copynote.htm.</p> <p>Typically the rights will be defined by the owner or custodian of the resource.</p> <p>Use of metadata does not infer any compliance with either DPA, EIR or FOIA. Metadata' role is the aiding of locating information.</p>	
Not to be confused with	<p>Accessibility - Accessibility indicates whether particular users will be able to access or use the resource; Rights indicates if they are allowed to.</p> <p>Audience - Audience tells you who the content is designed for; Rights is the place to list the individuals or groups who are allowed to see the resource.</p>	
Refinements	Copyright	Statement and identifier indicating the legal ownership and rights regarding use and re-use of all or part of the resource.
	Custodian	The user or role identifier with local management powers over the resource, e.g. assignment and maintenance of access control markings.
	Descriptor	Refines the meaning of a protective marking, e.g. Policy, Contracts, Personnel. It may be used with group access permissions to determine access rights.
	Disclosability to DPA data subject (deprecated)	Whether the resource can be disclosed ('Y' or 'N') in accordance with the DPA (Data Protection Act). Comment: has been deprecated.
	DPA data subject access exemption (deprecated)	Whether the resource is exempt from DPA access provisions ('Y' or 'N'). Comment: has been deprecated.
	EIR disclosability indicator	Whether the resource can be disclosed ('Y' or 'N') in accordance with the EIR (Environmental Information Regulations).
	EIR exemption	Whether there are exemptions to access to the resource ('Y' or 'N') in accordance with the EIR.
	FOI disclosability indicator	Whether the resource can be disclosed ('Y' or 'N') in accordance with the FOI (Freedom of Information Act).
	FOI exemption	Whether there are exemptions to access to the

		resource ('Y' or 'N') in accordance with the FOI.
	FOI release details	The details of the past or future release of the resource to public view either by general publication or by release in response to an individual request.
	FOI release date	The date of past or future release.
	Group access	Name of a group or groups which have the right to access the resource.
	Individual user access list	Names of individuals having access to the resource.
	Last FOI disclosability review	The date of the previous formal decision regarding the disclosability of a resource.
	Previous protective marking	Protective marking previously applied to a resource.
	Protective marking	The minimum level of security required to have access to the resource.
	Protective marking change date	The date the previous protective marking was superseded.
	Protective marking expiry date	Date on which the existing protective marking becomes invalid.
Examples	<p><i>General</i> rights.copyright: Crown copyright http://www.hmso.gov.uk/docs/copynote.htm</p> <p><i>General</i> rights.copyright: Crown copyright http://www.hmso.gov.uk/docs/copynote.htm</p>	
HTML Syntax	<pre><meta name="DC.rights.copyright" content="Crown Copyright http://www.hmso.gov.uk/docs/copynote.htm"> <meta name="DC.rights" content="Classified"> <meta name="DC.rights.copyright" content="Crown Copyright http://www.hmso.gov.uk/docs/copynote.htm"></pre>	
Encoding schemes include	<p>Legislation - Legislation – Legislation covering rights of access to official information often has its own encoding scheme.</p> <p>W3C - W3C http://www.w3.org/TR/NOTE-datetime</p> <p>W3C - W3C http://dublincore.org/2003/03/24/dcq#W3CDTF</p> <p>ProtectiveSecurityRights - Manual of Protective Security Rights</p>	
Mapped to	<p>Dublin Core - Rights http://purl.org/dc/elements/1.1/rights</p> <p>AGLS - Rights</p> <p>GI Gateway - Access constraints</p>	

	<p>GILS - Availability; Access constraints; Refinements: General access constraints; Security classification control</p> <p>IEEE LOM - Rights.Description</p>
CRM Notes	<p>Staff in local authorities should be aware that any content or information which they produce at work is the property of the local authority. This includes reports, design work, computer code, maps, images and any other intellectual content.</p> <p>Therefore any content which is produced should by default contain the rights information of that local authority.</p> <p>There are issues here about who would own the rights to information posted on to a bulletin board hosted by a local authority.</p> <p>The default value should be the local authority, but there are cases when information will be re-published with the permission of the copyright owner and this needs to be acknowledged. For example, a local authority may reproduce a photograph (with permission) but the rights may still reside with the photographer.</p> <p>As much information as possible should be used to describe the rights holder – for example, a full postal address and email and telephone details. This allows other organisations to check the rights of a resource and gives contact information they want to ask permission to reproduce a resource.</p> <p>Rights information can be used to help to authenticate content. Most organisations and individuals would be very wary of claiming to hold copyright on material does not belong to them. This means that rights information can be used to help prove ownership. This is important for users when they are unsure about the validity or authentication of content.</p>
CRM Source	This should be auto-generated with a default value.
CRM Definition	<p>Rights is essentially about copyright and intellectual property rights (IPR).</p> <p>Rights defines who is able to reproduce, publish and copy resources.</p> <p>Rights can also be used to define who can have access to information resources.</p>

2.21. Source

Definition	A reference to a resource from which the present resource is derived.
Purpose	Enables the user to find resources that have been developed using the content of a particular resource (for example, all items based on a named set of statistics).
Occurrence	0 - unbounded
Notes	The described resource may be derived from the Source resource in whole or in part. Recommended best practice is to reference the Source by means of a string or number conforming to a formal identification system, i.e. the referenced resource's Identifier.
Not to be confused with	Relation - Do not use Source if it is more appropriate to put this data in the Relation element, i.e. it may be more accurate to use the IsVersionOf refinement of Relation.
Examples	<i>For a report based on figures gathered during a survey</i> source: Figures derived from Wired in Whitehall survey by the Committee of Departmental Librarians 1998 http://www.aslib.co.uk/proceedings/2001/jan/03.html
HTML Syntax	<meta name="DC.source" content="Figures derived from Wired in Whitehall survey by the Committee of Departmental Librarians 1998 http://www.aslib.co.uk/proceedings/2001/jan/03.html "> <meta name="DC.source" content="Standard is derived from the Dublin Core Metadata Initiative">
Encoding schemes include	URI - URI http://purl.org/dc/terms/URI ISBN - ISBN http://www.isbn.org/standards/home/index.asp ISSN - ISSN http://www.issn.org:8080/English/pub
Mapped to	Dublin Core - Source http://purl.org/dc/elements/1.1/source AGLS - Source GILS - Sources of data IEEE LOM - Relation.Resource
CRM Notes	Sources could also mean showing references to books, periodicals, journals, websites. This document has a list of references at the end of the document. These are references to sources of material which have been used in the creation of this report. It might be possible to auto-generate resources into metadata from some applications.

	<p>Source and references are useful to the user because they can unveil rich seams of related information which the user was not aware of.</p>
CRM Source	<p>Sources could also mean showing references to books, periodicals, journals, websites.</p> <p>This document has a list of references at the end of the document. These are references to sources of material which have been used in the creation of this report.</p> <p>It might be possible to auto-generate resources into metadata from some applications.</p> <p>Source and references are useful to the user because they can unveil rich seams of related information which the user was not aware of.</p>

2.22. Status

Definition	The position or state of the resource.
Purpose	Enables the user to search for a resource according to its status. Also it may be used as a reference by a user who wants to know the resource's status.
Occurrence	0 - unbounded
Notes	<p>The status of a resource includes: The extent to which it has been developed or completed: i.e. is it a first draft, final draft or completed draft? Is it awaiting approval? If it has been approved, then by whom? Version number The purpose of the resource. This is not the purpose of the content (see Description) but the purpose in relation to the status of the resource. This data should apply to the described resource only, not to earlier versions.</p> <ul style="list-style-type: none"> • The extent to which it has been developed or completed: i.e. is it a first draft, final draft or completed draft? • Is it awaiting approval? If it has been approved, then by whom? • Version number • The purpose of the resource. This is not the purpose of the content (see Description) but the purpose in relation to the status of the resource.
Examples	<i>For a series of documents created in the development of a policy statement status: Draft v0.1. For consideration by Team</i>
HTML Syntax	<pre><meta name="e-GMS.status" content="Version 2.0 For publication"> <meta name="e-GMS.status" content="Draft v2 Approved by Minister. For open consultation"></pre>
Encoding schemes include	IEEELOM - IEEE LOM Status Encoding Scheme http://ltsc.ieee.org/wg12/
Mapped to	Dublin Core AGLS GI Gateway GILS IEEE LOM
LAWs Notes	Few web resources will need this as the majority will only be published when in their final version.

2.23. Subject

Definition	A topic of the content of the resource.
Purpose	Enables the user to search by the topic of the resource.
Occurrence	1 - unbounded
Notes	<p>The obligation of this element rests with the Subject.Category refinement.</p> <p>At least one term from the Government Category List must be added to this refinement and this should reflect the main subject of the resource. Other terms should be added as necessary. The Category will be used to enable browsing through multiple resources, e.g. from UK Online and other portals.</p> <p>GCL terms are typically very broad, so it is important to add the Keywords as well, choosing those that describe specifically what the resource is about. Subject.keyword terms should also be chosen from a controlled list, such as MeSH (Medical Subject Headings) or a specialised thesaurus or taxonomy used by the organisation. It is important to tag each term entered to indicate the source vocabulary.</p> <p>Add uncontrolled terms to the unrefined Subject element if they will make it easier for people to find the resource. These can be in addition to controlled terms, which appear in the Keyword refinement. For example, you might add common abbreviations or acronyms for Keyword terms.</p> <p>Using the most specific terms as Keywords, and not including more general terms, helps prevent information overload. For example, someone looking for a web site covering their government's overall policies on health will have to search using 'health' as the main Subject term. It won't help if the hit list is full of items on specific health issues such as a shortage of doctors in Stourbridge.</p> <p>More guidance on using the GCL and specialised vocabularies is available on Govtalk.</p> <p>When setting keywords for resources that will become part of a web site, select terms that describe the page in question only, not the entire site. This will help users go straight to the information they are looking for, and will also help with navigating the site using the local search engine.</p> <p>When the described resource is part of another, it may be possible to omit certain metadata elements that are inherited from the parent resource. For example the Subject metadata of a folder may be inherited by all of the files within that folder.</p>
Not to be confused with	Type - The Subject terms indicate the subject matter of the resource, i.e. what the resource is about, rather than what it is. For example, do not use

	<p>‘Maps’ as a subject if the resource is a map; in this instance, put ‘map’ in the Type element. Do use ‘maps’ as a subject term if the resource is about maps, map-making, cartography etc.</p> <p>Coverage - Coverage contains information about the resource content’s relation to place and time. This can be thought of as a sub-section of Subject.</p>	
Refinements	Category	Broad subject categories from the Government Category List, and, optionally, any other widely available category list. Comment: This is to allow users to scroll down through a list of very broad terms (e.g. Business and Industry) to narrower categories (e.g. Companies, Imports).
	Interaction	The interaction (eg ‘Publish information’, ‘Consultation’) described/performed by a Web page
	Keyword	Words or terms used to describe, as specifically as possible, the subject matter of the resource. These should be taken from a controlled vocabulary or list.
	Person	Subject.Person should be used when a resource is about a person. Note: do not confuse with addressee or creator
	Process identifier	Indicates a specific service or transaction, using an identifier taken from a recognised list.
	Programme	The broader policy programme to which this resource relates directly. Comment: There is no official definition of a programme or what differentiates it from a project. As a general rule, programmes are broad government policy initiatives that take several years or more to complete, e.g. e-Government or Civil Service Reform. Projects are more specific manageable chunks that make up the larger Programme. It will be useful to agree with your team or even entire organisation what is a Programme and what is a Project. Bear in mind that this is used mainly to find all items belonging to a particular project or programme. Think objective. Don’t use these if they have no particular value to you or your users.
	Project	The specific project that this resource relates to directly. Comment: See comment above under Programme.
	Service	A standard definition of the citizen facing service to which a Web page relates.
Examples	<p><i>For a policy document on heart disease</i> subject: NHSP CHD</p> <p><i>For one of a series of documents looking at take up of private health care by various societal groups</i> subject.category: Private health care; Minority groups</p> <p><i>For a web site giving advice to citizens travelling abroad</i> subject.category: Tourism</p> <p><i>For a web site giving biographical information about a minister</i></p>	

	<p>subject.category: ministers <i>For a policy document on heart disease</i> subject: NHSP CHD <i>For one of a series of documents looking at take up of private health care by various societal groups</i> subject.category: Private health care; Minority groups <i>For a web site giving advice to citizens travelling abroad</i> subject.category: Tourism <i>For a web site giving biographical information about a minister</i> subject.category: ministers <i>For a policy document on heart disease</i> subject: NHSP CHD <i>For one of a series of documents looking at take up of private health care by various societal groups</i> subject.category: Private health care; Minority groups <i>For a web site giving advice to citizens travelling abroad</i> subject.category: Tourism <i>For a web site giving biographical information about a minister</i> subject.category: ministers <i>For a policy document on heart disease</i> subject: NHSP CHD <i>For a policy document on heart disease</i> subject: NHSP CHD</p>
HTML Syntax	<pre><meta name="eGMS.subject.category" scheme="GCL" content="Information management"> <meta name="eGMS.subject.keyword" scheme="CurriculumOnline" content="En-0383 Joined-up writing"> <meta name="eGMS.subject.category" scheme="GCL" content="Information management"> <meta name="eGMS.subject.keyword" scheme="CurriculumOnline" content="En-0383 Joined-up writing"></pre>
Encoding schemes include	<p>GCL - Government Category List http://www.govtalk.gov.uk/schemasstandards/gcl.asp SIC - SIC – UK Standard Industrial Classification</p> <p>LGBCL - Local Government Business Category List http://www.esd.org.uk/standards/lgbcl/ LGCL - Local Government Category List http://www.esd.org.uk/standards/lgcl/ LGIL - Local Government Interaction List http://www.esd.org.uk/standards/lgil/ SeamlessUK - Seamlessuk subject taxonomy http://www.seamlessuk.info/supportsub_tax.asp NationalCurriculum - National Curriculum metadata standard http://www.nc.uk.net/metadata/index.html ERIC - ERIC – Educational Resources Information Centre thesaurus</p>

	<p>http://searcheric.org MeSH - MeSH – Medical Subject Headings http://www.nlm.nih.gov/mesh/meshhome.html LCSH - LCSH – Library of Congress Subject Headings http://www.loc.gov/catdir/cpso SpecialistThesauri - Specialist local/organisational thesauri</p> <p>LGCL - Local Government Category List http://www.esd.org.uk/standards/lgcl/ GDSC - Government Data Standard Catalogue http://www.govtalk.gov.uk/gdsc/html/default.htm LGSL - Local Government Service List, also known as the 'PID List' http://www.esd.org.uk/standards/lgsl/ LGSL - Local Government Service List, also known as the 'PID List' http://www.esd.org.uk/standards/lgsl/</p>
Mapped to	<p>Dublin Core - Subject http://purl.org/dc/elements/1.1/subject AGLS - Subject</p> <p>GI Gateway - Keywords</p> <p>GILS - Subject terms uncontrolled; Refinement: Uncontrolled term. Controlled subject index; Refinements: Subject thesaurus; subject terms controlled; controlled term</p> <p>IEEE LOM - General.Keyword or Classification.Purpose=Discipline/Idea http://ltsc.ieee.org/wg12/</p>
CRM Notes	<p>The Office of the e-Envoy has supported the creation of a Government Category List (GCL).</p> <p>The LAWS project has produced a local government category list based on the APLAWS list.</p> <p>It is expected that these two lists will be used to populate the subject element of the metadata.</p> <p>Using a list of keywords and synonyms provides a wider net for a resource which can then funnel the user to the relevant resource.</p> <p>These are open products and will be freely available for the use of the local government community, and for vendors who want to produce software applications which are tailored to the local government sector.</p> <p>The categorisation of information resources using controlled vocabularies will help to enable information sharing and exchange.</p>
CRM Source	Government Category List for subject.category

	<p>LAWS list for subject.category</p> <p>LAWS list for keywords</p> <p>SEAMLESS thesaurus for keywords</p>
<p>CRM Definition</p>	<p>The subject element is used to describe what the information resource is 'about'.</p> <p>All of the information resources held by a local authority can be categorised into a range of subject headings. These can be grouped into top level categories, sub-categories and so on.</p> <p>These lists of categories or subject headings can be pulled together into a controlled vocabulary or taxonomy.</p> <p>A category (or subject heading) can then be chosen to describe the information resource</p>

2.24. Title

Definition	A name given to the resource.	
Purpose	Enables the user to find a resource with a particular title or carry out more accurate searches. The title is commonly used as the key point of reference in the list of search results.	
Occurrence	1 - unbounded	
Notes	<p>The title should be the formal title. If the resource does not have a formal title, then it is recommended to create a meaningful title. The meta tag should be customer focused: make it brief and meaningful rather than clever and catchy.</p> <p>For an Alternative title add any form of the title used as a substitute or alternative to the formal title of the resource, including a name by which the resource is normally known, abbreviations and translations. If a resource's official or formal title is one which members of the public would find incomprehensible, it is recommended that an additional, meaningful name be given to it.</p> <p>If the resource is an e-mail and the 'subject' line is unclear, give a meaningful title as the main title, and use the original 'subject' line as the alternative title.</p> <p>The title should be in the same language as the resource. If the resource is in more than one language, the title should be in the main language(s) of the resource, with Alternative titles in other languages.</p> <p>Think list. It may be useful to add values such as version number, status (e.g. 'draft', 'draft for consultation') or date if the item is one of many with the same title, so that when they all appear in a list it is easy to find the right one (see example).</p> <p>The title should be written in sentence case. This is much easier on the eye.</p> <p>If the resource is an electronic 'folder' containing electronic documents, use the usual folder name as the title.</p>	
Refinements	Alternative	Any form of the title used as a substitute or alternative to the formal title of the resource.
Examples	<p><i>For an e-mail with an informal and uninformative subject line</i> title: ZitKwik application demonstration 2002-09-12</p> <p><i>For a document commonly known by an informal title</i> title: The Stephen Lawrence inquiry: report of an inquiry by Sir William Macpherson of Cluny</p> <p><i>For a series of items with the same title but with different versions. (This is much more helpful than a long list of items all called 'Tax return guidance')</i></p>	

	<p>title: Tax return guidance 2002 <i>For a sequence of documents on one subject</i> title: Plans for the restructuring of the Department – draft <i>For a folder containing files</i> title: DAA/FIN37/22/2001 <i>For an e-mail with an informal and uninformative subject line</i> title: ZitKwik application demonstration 2002-09-12 <i>For a document commonly known by an informal title</i> title: The Stephen Lawrence inquiry: report of an inquiry by Sir William Macpherson of Cluny</p>
HTML Syntax	<pre><meta name="DC.title" content="e-Government Metadata Standard version 2"> <meta name="DC.title.alternative" content="e-GMS 2"> <meta name="DC.title.alternative" content="e-GMS 2"></pre>
Mapped to	<p>Dublin Core - Title http://purl.org/dc/elements/1.1/title AGLS - Title</p> <p>GI Gateway - Title; Alternative title</p> <p>GILS - Folder title; Document title</p> <p>IEEE LOM - General.Title</p>
LAWs Notes	<p>This element is mandatory in the e-GMS and must be used.</p> <p>Try to keep TITLE short and meaningful. Use the existing title of the document if there is one.</p>
CRM Notes	<p>The title is a metadata element which will be picked up by many internet search engines and therefore should accurately describe the information resource.</p> <p>The title is also likely to be displayed by the search engine interface, so again, it should be as coherent as possible.</p> <p>The title is also part of the structure of an information resource, particularly if the resource is a document or report.</p> <p>If the resource is being produced in a structured way – ie through a template, then it should be possible to auto-generate the title from the template into the metadata.</p>
CRM Source	<p>The source of the title is at the top of the document itself. It could be automatically added by a software tool</p>
CRM Definition	<p>The title is a metadata element which will be picked up by many internet search engines and therefore should accurately describe the information resource.</p>

	<p>The title is also likely to be displayed by the search engine interface, so again, it should be as coherent as possible.</p> <p>The title is also part of the structure of an information resource, particularly if the resource is a document or report.</p> <p>If the resource is being produced in a structured way – ie through a template, then it should be possible to auto-generate the title from the template into the metadata.</p>
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2.25. Type

Definition	The nature or genre of the content of the resource.
Purpose	Enables the user to find a particular type of resource.
Occurrence	0 - unbounded
Notes	<p>Best practice is to include relevant terms from DCMI type (where there is an appropriate type listed), as well as a more specific term. Specific terms may be taken from the e-GMS Type Encoding Scheme (e-GMSTES), which also serves to provide examples making it clearer what is meant by Type. The e-GMSTES is granular but its use is flexible; users may wish to add on their own Types and/or remove those that are not applicable.</p> <p>Note that Aggregation appeared in e-GMS v1.0 as a refinement of Type, but is now an element in its own right.</p>
Not to be confused with	<p>Format - Format refers to the physical format of the resource, including the software application used to create, read and edit it; Type refers to the content of the resource.</p> <p>Subject - Type describes what the resource is instead of what it is about.</p>
Examples	<p><i>For a record of a meeting</i> type: minutes</p> <p><i>For a visual map</i> type: image/map</p>
HTML Syntax	<pre><meta name="DC.type" scheme="e-GMSTES" content="text"> <meta name="DC.type" scheme="e-GMSTES" content="image"></pre>
Encoding schemes include	<p>DCMI - DCMI type</p> <p>e-GMSTES - e-GMS TYPE Encoding Scheme (e-GMSTES) http://www.govtalk.gov.uk/schemasstandards/metadata.asp?order=title</p> <p>LGTL - Local Government Type List http://www.esd.org.uk/standards/lgtl/</p>
Mapped to	<p>Dublin Core - Type http://purl.org/dc/elements/1.1/type</p> <p>AGLS - Type</p> <p>IEEE LOM - Educational.LearningResourceType</p>
LAWs Notes	<p>Refers to the content of the resource and should not be confused with FORMAT which refers to the physical format.</p> <p>A Content Management System can automatically populate this element.</p> <p>TYPE will be important in future to facilitate information exchange between authorities and standard Document Type Definitions (DTDs) will also be required. A DTD is a set of rules that define the content structure allowed in a document type.</p>

	<p>However, there will be many more or less unstructured resources which do not fit into a TYPE, in which case, leave this blank.</p>
CRM Notes	<p>Type is useful in helping to organise information, and therefore in helping to retrieve information.</p> <p>For example, it can be useful to be able to search for all the minutes of a particular committee or organisation.</p> <p>This is useful for CRM purposes when a decision has been made which a local person objects to.</p> <p>It is expected that a full list of types will be created for use at a national level. Again, this will help to create a consistency of description which will facilitate data sharing and exchange.</p>
CRM Source	<p>Auto-generated either by CRM at the point of publishing a resource, or by the creator when creating a resource.</p>
CRM Definition	<p>Type can be described as 'what sort of information resource is it and what does it contain?'</p> <p>Examples of types include minutes, reports, agendas.</p>