



Public Record Office Standard

PROS 99/007 (Version 2.1)

Specification 2

VERS Metadata Scheme
PROS 99/007 (Version 2.1)
Specification 2



*Department for
Victorian Communities*

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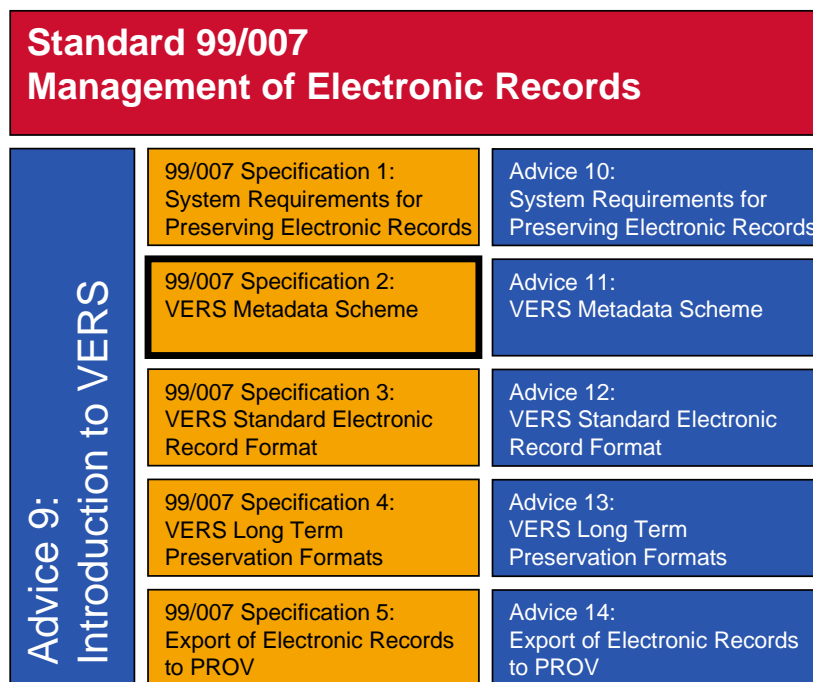
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Version	Version Date	Details
2.0	31 Jul 03	Released
2.1	01 Jul 08	Updated to reflect PSM security categories & fold in Errata

The Victorian Electronic Records Strategy (VERS)

This document is a Specification that supports the Victorian Electronic Records Strategy (VERS) Standard (PROS 99/007). The relationship between the VERS Standard, the Specifications that support this Standard, and the Introduction and Advices that explain VERS is shown below.



These documents have the following purposes:

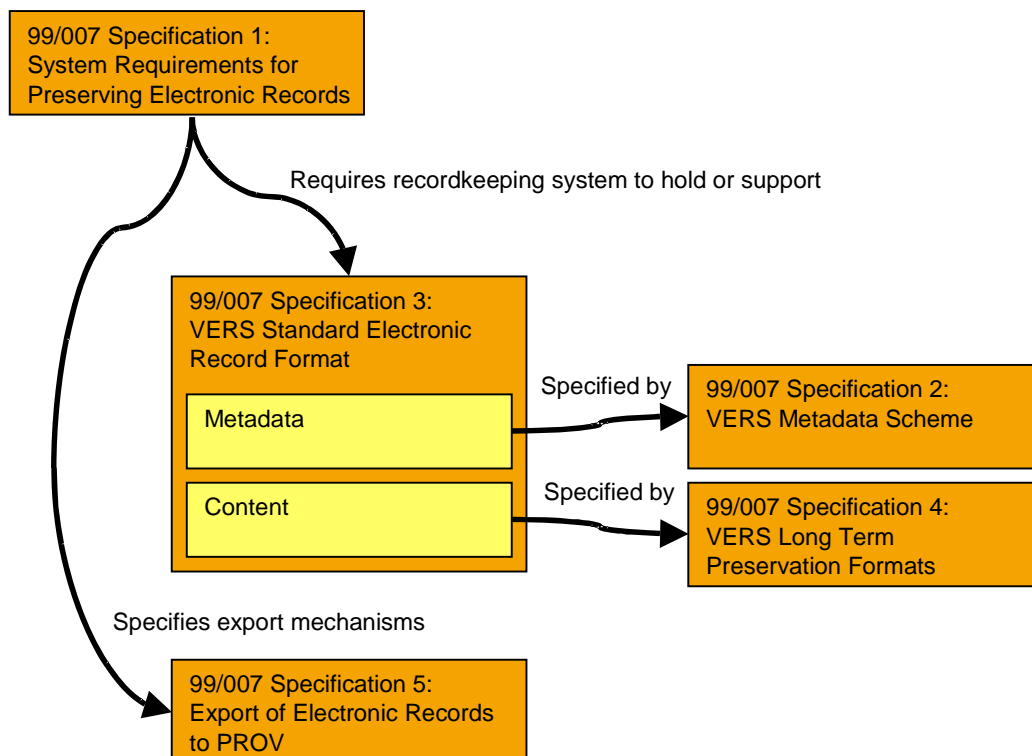
- *Management of Electronic Records.* This document is the Standard itself and is primarily concerned with conformance. The technical requirements of the Standard are contained in five Specifications.
- *Introduction to VERS.* This document provides background information on the goals and the VERS approach to preservation. Nothing in this document imposes any requirements on agencies.
- *Specifications.* These five documents provide the technical requirements that support the Standard. Agencies *must* conform to the mandatory requirements of the Specifications, *must* conform to the conditional requirements of the Specifications if the appropriate conditions are satisfied, and *may* conform to the optional requirements. Some optional requirements are strongly recommended and these are noted as such.

The five Specifications are:

- *Specification 1: System Requirements for Preserving Electronic Records.* This document specifies the overall functions that a recordkeeping system must perform to preserve electronic records for a substantial period.
- *Specification 2: VERS Metadata Scheme.* This document specifies the metadata that a recordkeeping system must hold to conform to VERS.
- *Specification 3: VERS Standard Electronic Record Format.* This document contains the technical definition of the VERS Encapsulated Object (VEO) format; the mandatory long-term format for records.

- *Specification 4: VERS Long Term Preservation Formats.* This document lists the data formats that PROV accepts as suitable for representing documents for a significant period.
 - *Specification 5: Export of Electronic Records to PROV.* This document lists the approved media and mechanisms by which PROV will accept an export of electronic records.
- *Advices.* These six documents provide background information, explanatory material, and examples in support of the Standard and associated Specifications. None of the information in the Advices imposes any requirement on agencies.

Relationship between Specifications. A second view of the relationship between the five Specifications is shown in the following diagram:



Specification 1 (System Requirements for Preserving Electronic Records) details the overall requirements on a recordkeeping system for preserving electronic records over a significant period. Amongst other requirements, the recordkeeping system must be capable of exporting the records in a standardised format.

The overall features of this standardised format are defined in *Specification 3 (VERS Standard Electronic Record Format)*, but some details are defined in two other Specifications. *Specification 2 (VERS Metadata Scheme.)* defines the meaning and allowed values of the metadata that appears in a record. *Specification 4 (VERS Long Term Preservation Formats)* defines the formats in which the record content must be expressed.

Specification 5 (Export of Electronic Records to PROV) defines the mechanisms by which records are exported to PROV.

Relation to Version 1 of this Standard. This version of the VERS Standard completely replaces Version 1 of the Standard. Version 2 is identical in its base requirements, but makes those requirements clearer and more explicit. It also contains a number of conditional and optional extensions to Version 1.

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1 Introduction

The purpose of this Specification is to define the metadata that may occur within a VERS Encapsulated Object (VEO).

The metadata defined in this Specification has a number of functions:

- To structure the information contained within the VEO.
- To document the standards and specifications used in producing the VEO.
- To contain a digital signature and sufficient information to verify the signature.
- To describe the record or folder and its relationship with other records or folders in the recordkeeping system.
- To contain information used to document the history of the record or folder.
- To support the management of the record or folder.

A recordkeeping system must be capable of generating the mandatory metadata defined in this Specification when exporting a VEO.

The metadata that supports the management, finding, and retrieval of the electronic record is the metadata used by the National Archives of Australia (NAA) in its metadata standard.¹ Descriptive information about the NAA recordkeeping metadata has been derived directly from the NAA's *Recordkeeping Metadata Standard for Commonwealth Agencies*, but, where necessary, has been adapted to suit the Victorian administrative environment.

The associated advice on this Specification includes explanatory material and examples of VEOs.

1.1 Relationship with other Specifications

This Specification should be read in conjunction with the following Specifications:

- *VERS Standard Electronic Record Format* (Specification 3), which defines the physical representation of the metadata defined in this Standard.

1.2 Differences from Version 1 of this Specification

The following changes have been made to this Specification in Version 2:

- An additional VEO type has been added (Modified VEO), with consequent changes to other elements.
- Additional attributes have been added to support the structuring of Documents.
- A number of the element definitions have been modified to make the purpose and intent of the element clearer.
- A small number of additional elements have been added.

¹ National Archives of Australia, *Recordkeeping Metadata Standard for Commonwealth Agencies*, Version 1.0, May 1999. Available at <http://www.naa.gov.au/>.

2 Records and Folders

A folder² (file) is a group of logically associated records, which may or may not be physically co-located. The logical association may be based on function/activity, subject or some other criterion. In paper recordkeeping practice a file is a group of records which are accumulated in the conduct of business within a paper cover (which may be composed of several parts). Electronic folders may be thought of as similarly constructed, however, records within electronic folders do not necessarily need to be physically collected together as long as they are all identified as belonging to the same folder and as long as they are able to be displayed as belonging to the same folder. In the VERS model an implicit association is constructed between folder and records based upon their unique identifiers.

Within the Victorian Electronic Records Strategy a distinction has been made between VEOs which encapsulate records and VEOs which encapsulate folders. The metadata elements necessary for managing File VEOs and Record VEOs are essentially similar, however some additional information is necessary for the proper management of folders. In the VERS model, individual records are never disposed of. Instead, all the records within a folder are disposed of as a group. After disposal of the records, the File VEO itself remains to document that the records once existed. The File Disposal element documents who made the decision to dispose of the records, why, and when the decision was made. These elements are only present if the records that were contained within the file have been disposed of. A File VEO has been graphically represented in Figures 2 and 6.

3 Representation of Metadata

The VERS metadata scheme has been represented in three ways:

- As tree structures in Figures 1, 2, and 3.
- Graphically, to show the relationship between containers and simple metadata elements, in Figures 4 to 9.
- As a series of tables with descriptive information.

In all representations we distinguish between containers and simple metadata elements. A simple metadata element contains a simple textual value such as a date. A container contains other metadata elements. These other metadata elements may be containers or simple metadata elements.

We also distinguish between metadata elements that are mandatory, conditional, and optional. A mandatory element must always be present in a VEO of a particular type. A conditional element must be present if a particular condition is met. A typical condition is if the VEO is produced according to Version 2 of the Specification. An optional element may be present or not according to the needs of the users.

² We prefer to use the term 'folder' instead of file as this avoids confusion with a computer file. However, we continue to use the term 'File VEO' for historical reasons.

3.1 VERS Metadata tree

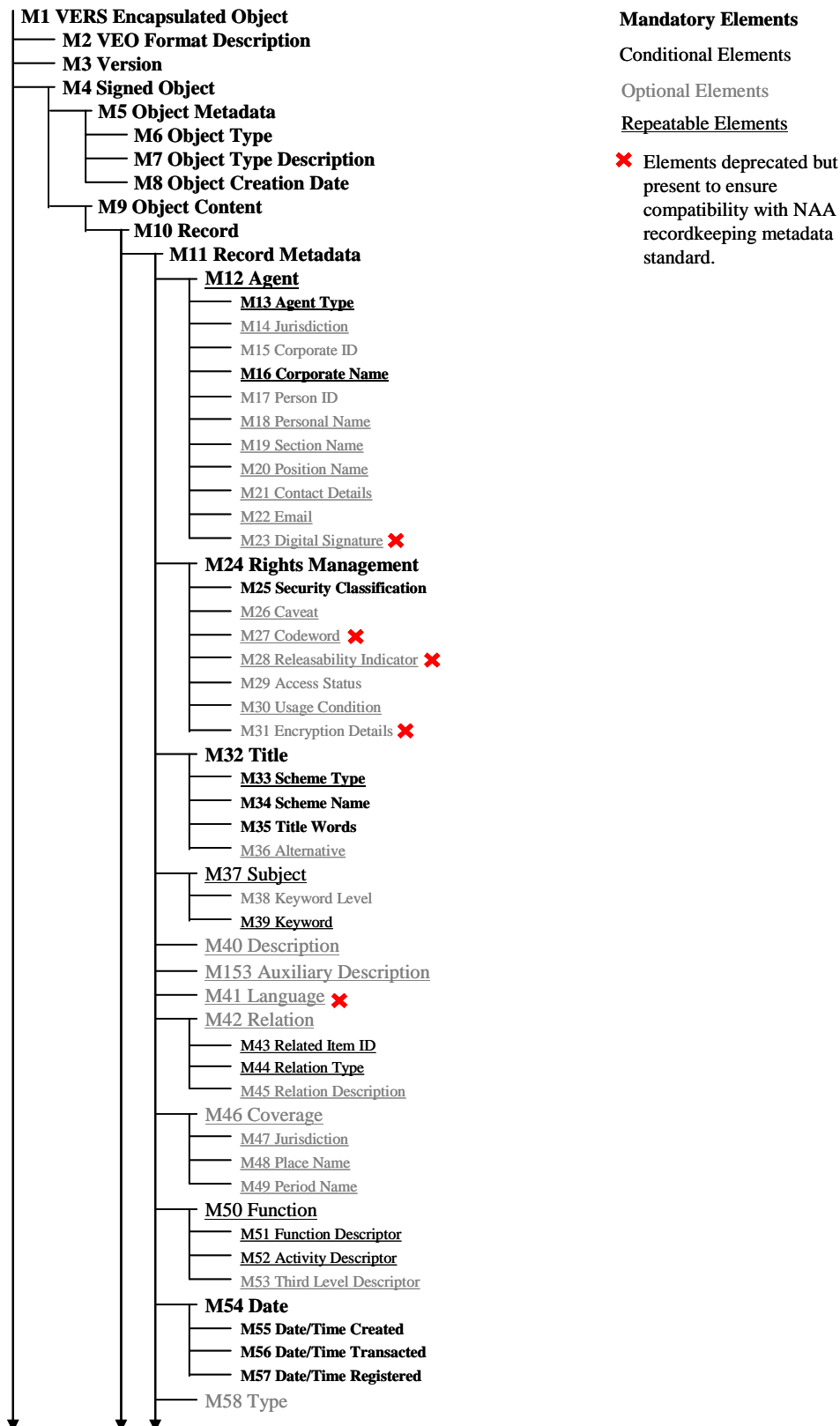
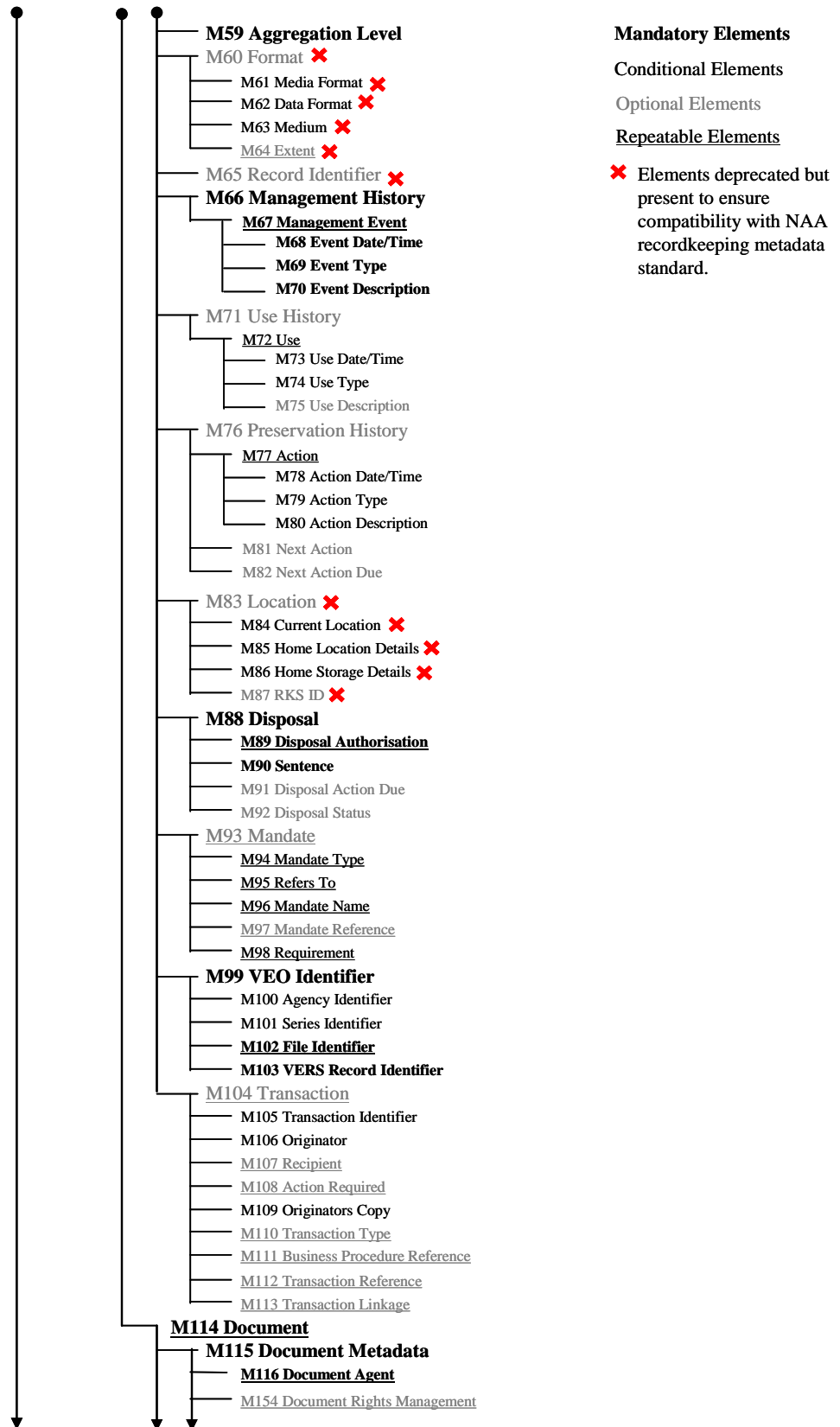


Figure 1. Record metadata tree.



Mandatory Elements

Conditional Elements

Optional Elements

Repeatable Elements

X Elements deprecated but present to ensure compatibility with NAA recordkeeping metadata standard.

Figure 1. Record metadata tree (continued).

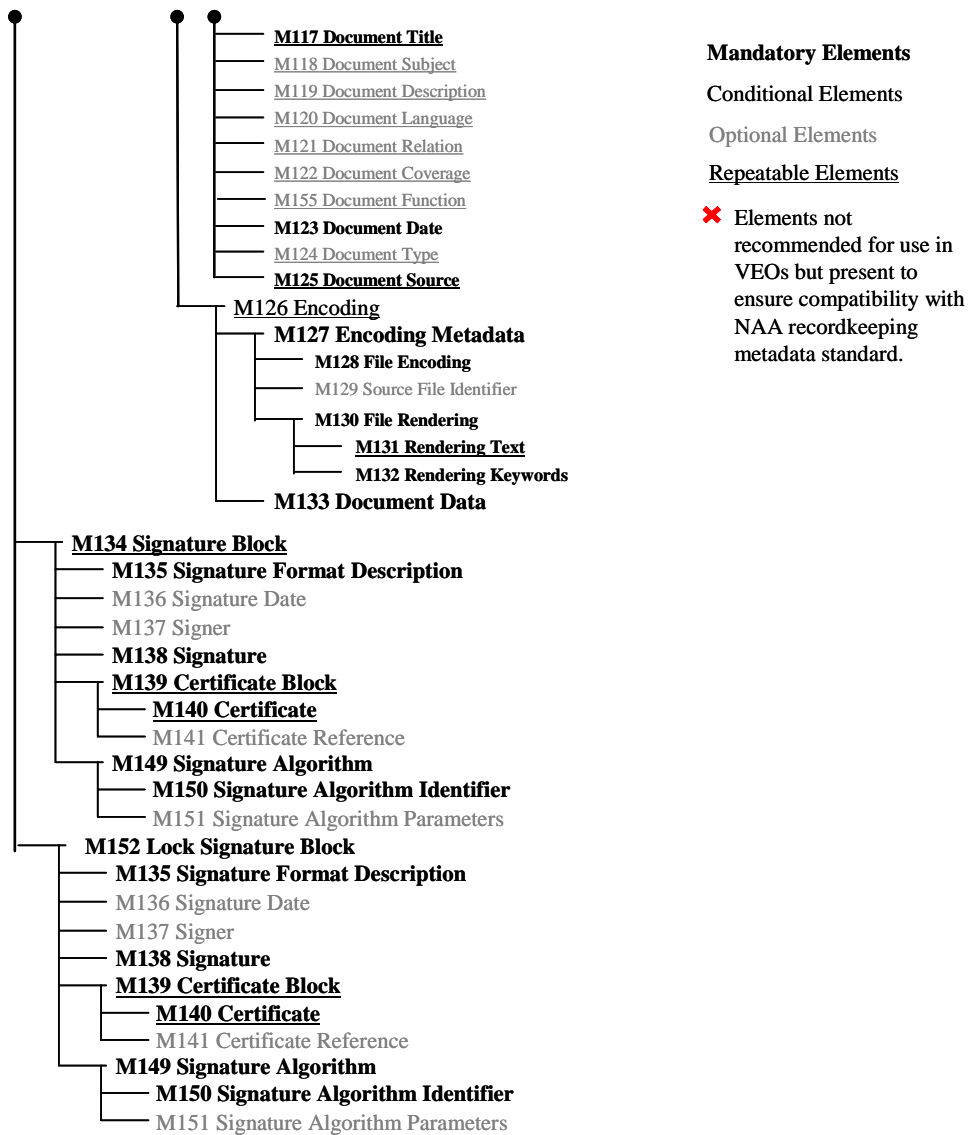
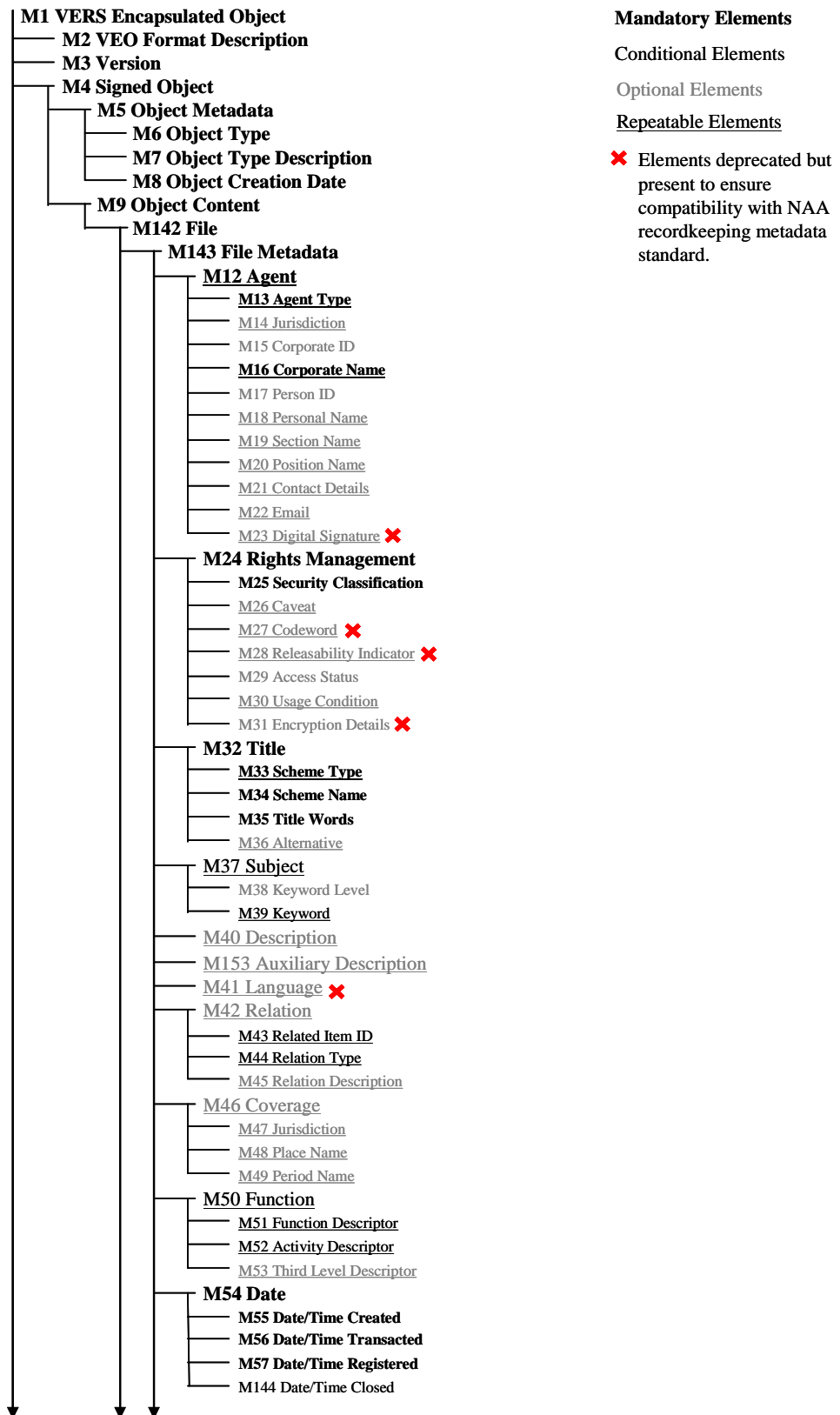


Figure 1. Record metadata tree (continued).



Mandatory Elements

Conditional Elements

Optional Elements

Repeatable Elements

X Elements deprecated but present to ensure compatibility with NAA recordkeeping metadata standard.

Figure 2. File metadata tree.

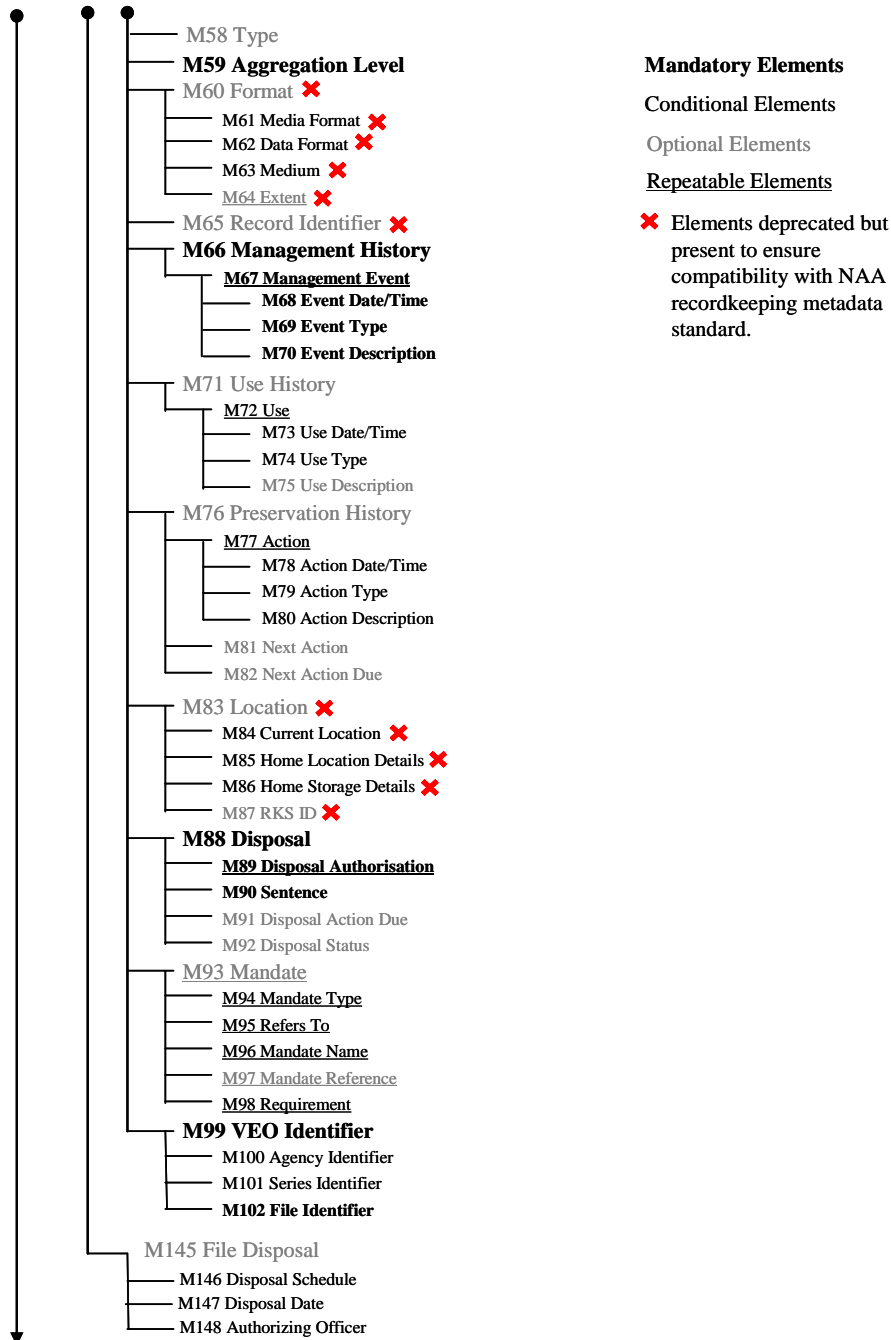
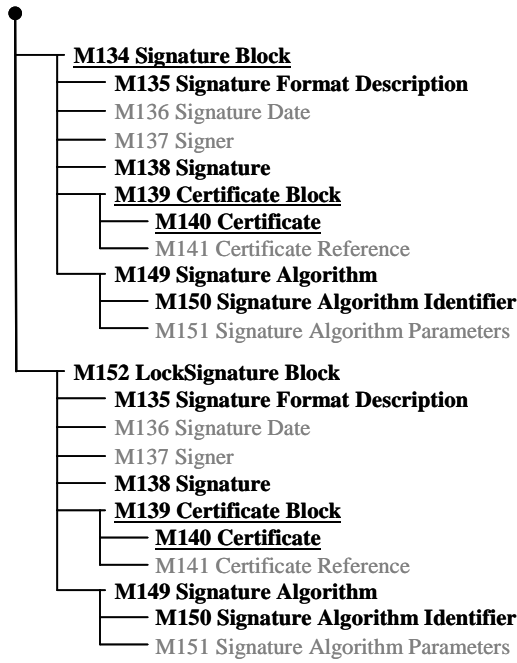


Figure 2. File metadata tree (continued).



Mandatory Elements

Conditional Elements

Optional Elements

Repeatable Elements

✘ Elements deprecated but present to ensure compatibility with NAA recordkeeping metadata standard.

Figure .2 File metadata tree (continued).

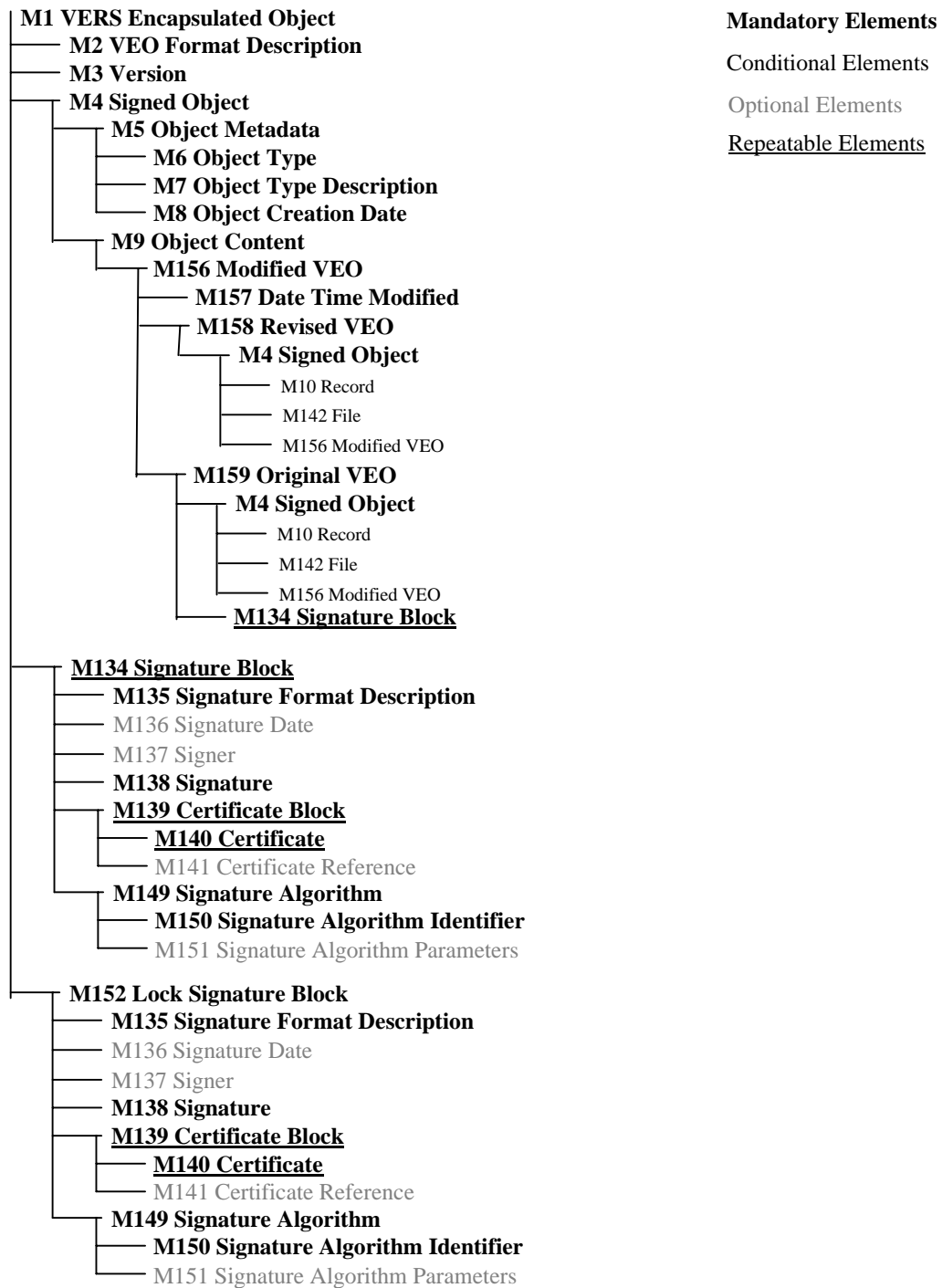


Figure 3. Modified VEO metadata tree.

3.2 Graphical representation of VERS metadata

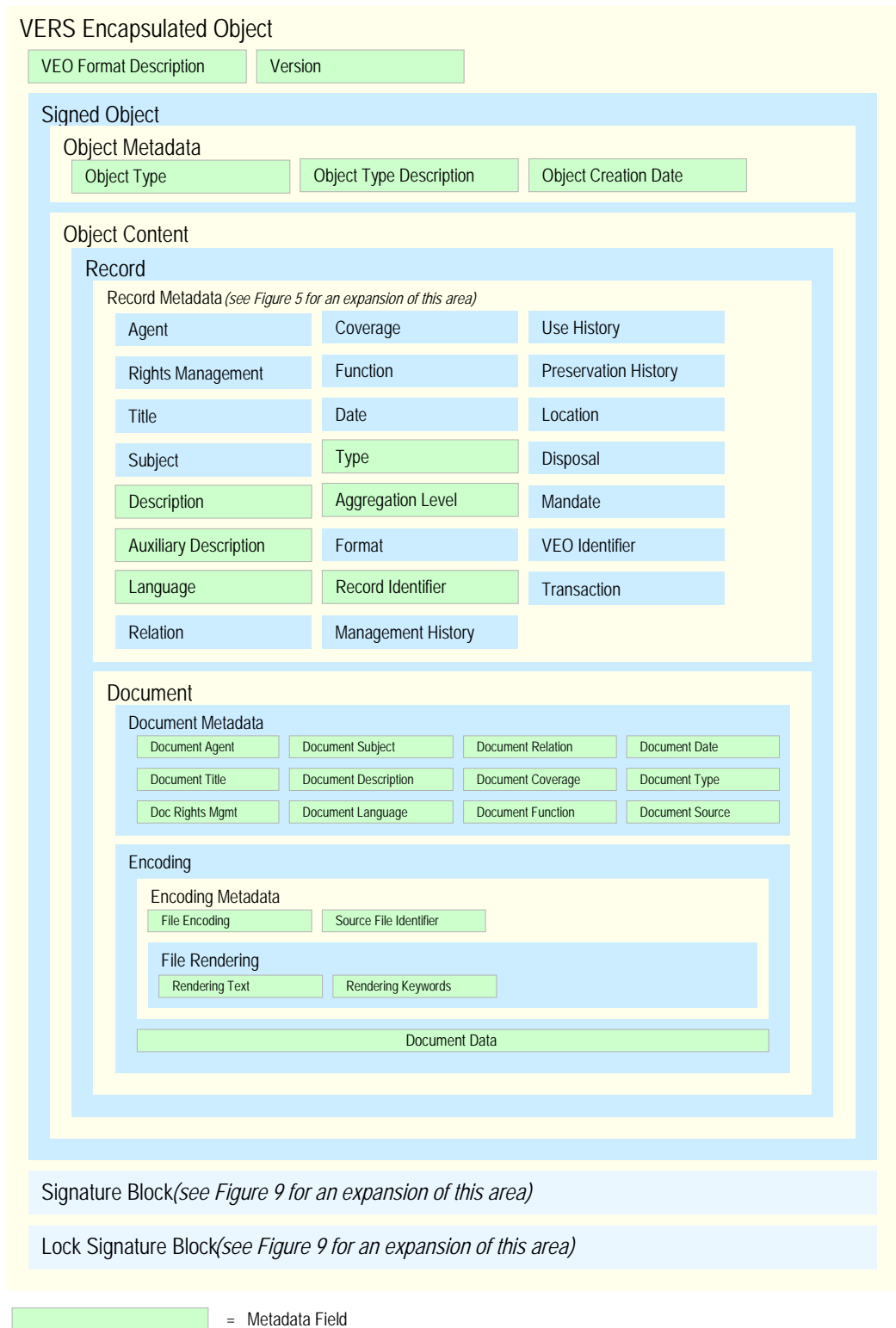


Figure 4. VERS Metadata Scheme. for Record VEOs.

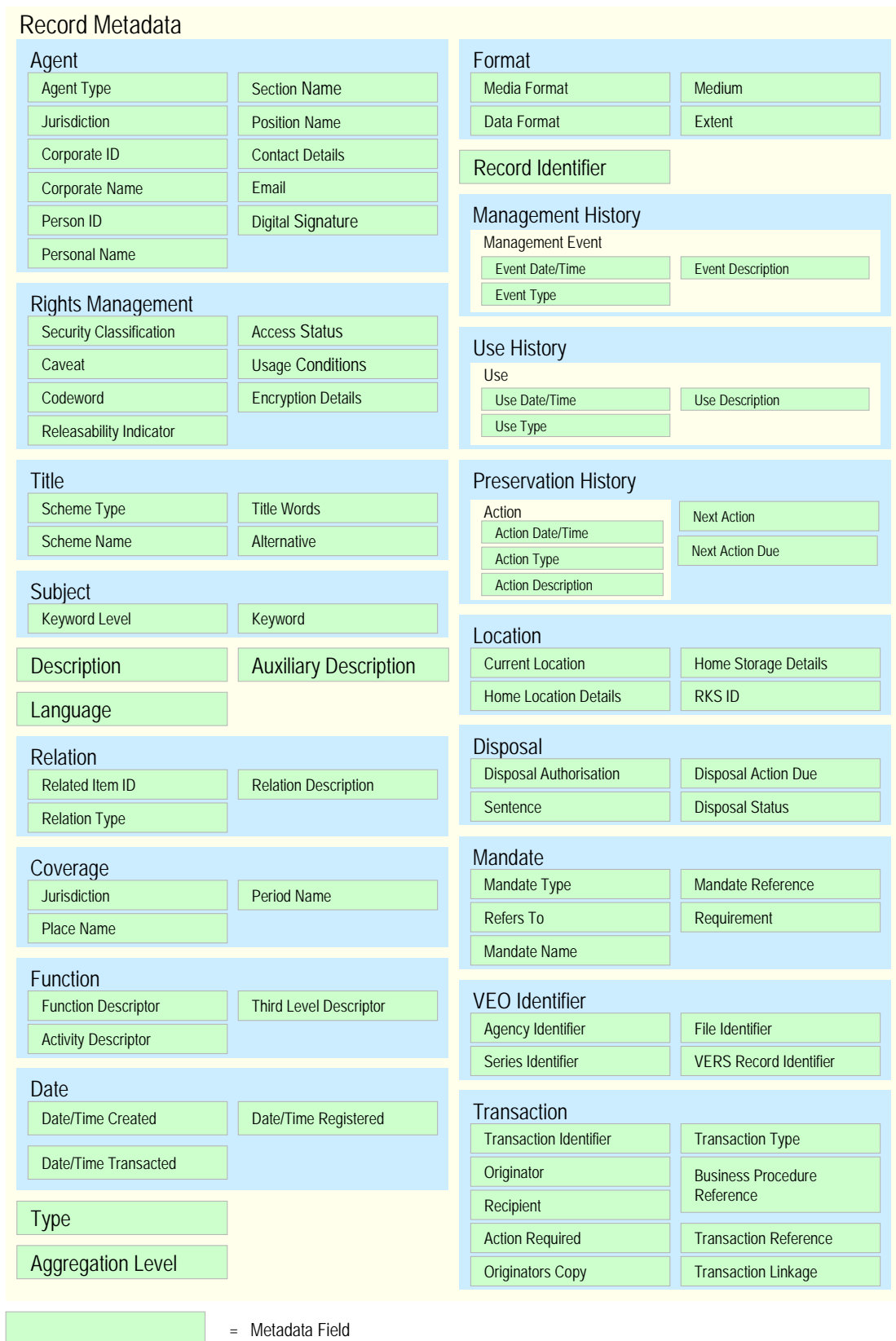
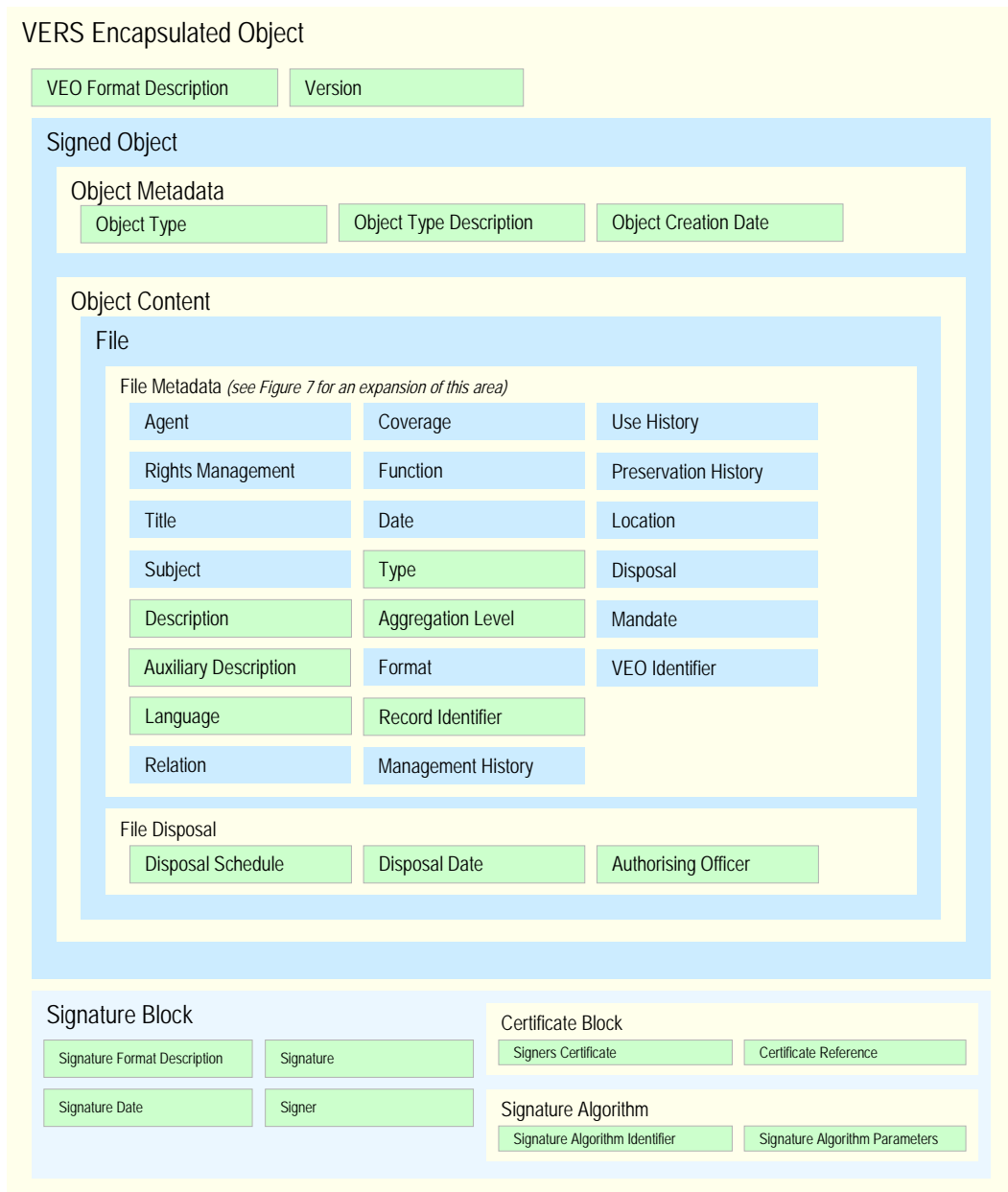


Figure 5. Record Metadata.



= Metadata Field

Figure 6. VERS Metadata Scheme. for File VEOs.

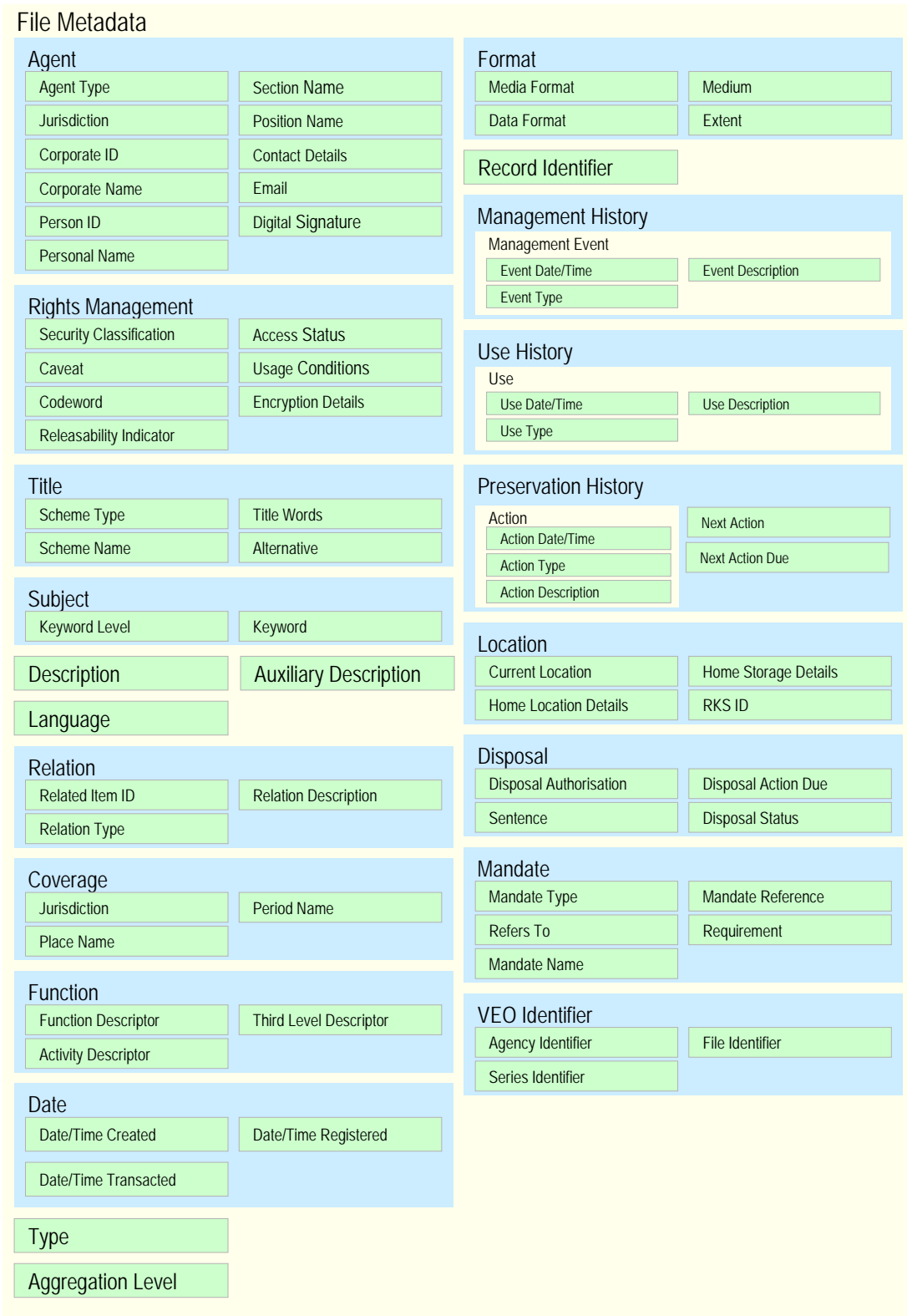


Figure 7. File Metadata.

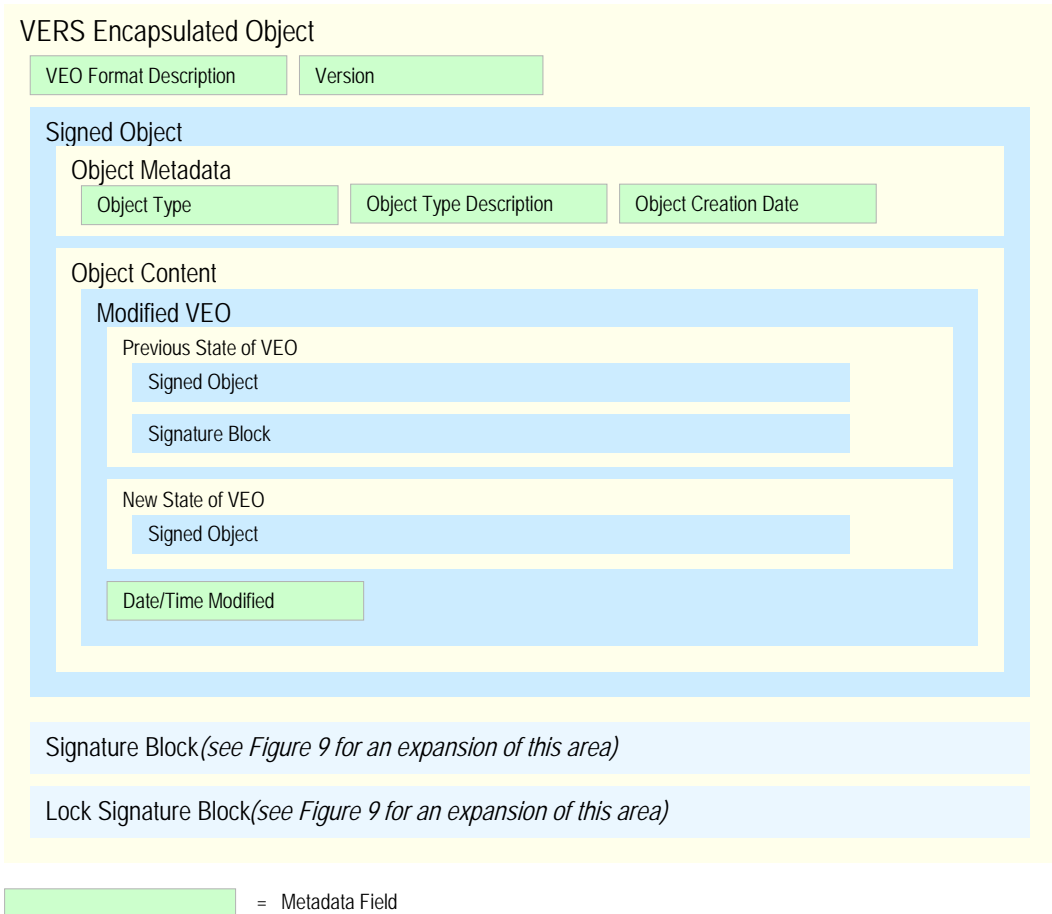


Figure 8. Modified VEO Metadata.

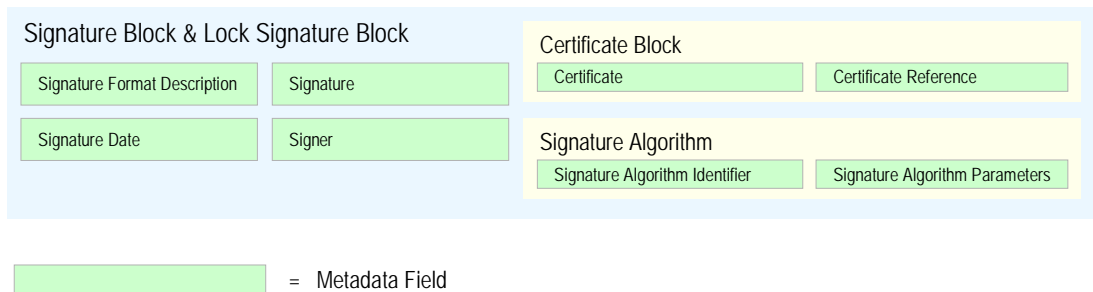


Figure 9. Signature Block and Lock Signature Block Metadata.

4 Definition of Terms used in Tables

Elements with tables shaded grey are container elements. Elements with a white background are simple metadata elements.

(C) A container element.

(M) A simple metadata element.

Assigned Values A list of defined values that may be ascribed to the element. The lists may be extensible, in which case this is indicated in the 'Comments' area.

Attributes A list of additional information that is associated with the metadata element that is represented as an XML attribute.

Comments Further information about the element.

Contains The elements (either containers or simple metadata elements) which exist within the container.

Default Value The value that should be ascribed to the element if no other value is entered.

Definition A descriptive definition of the element.

NAA Metadata Whether the element is part of the National Archives of Australia *Recordkeeping Metadata Standard for Commonwealth Agencies*.³

Obligation Signifies whether the element is mandatory, conditional, or optional. A mandatory element must always be present in a VEO. A conditional element is mandatory under certain circumstances. An optional element may be present at the discretion of the implementor, organisation or user. Elements are typically conditional because they are mandatory subelements of conditional containers.

Purpose The purpose of the element. A description of why the element is necessary and what it may be used for.

Related Elements A list of elements that may be used in conjunction with the element.

Repeatable Whether the element is able to be repeated within the VEO.

XML Element Name The name to be used for the element within the XML VEO. The part of the name that appears before the colon is the XML name space. This part indicates the derivation of the XML Document Type Definition (DTD). In the VERS Metadata Scheme, two derivations have been indicated: 'vers' for that part of the scheme which derives from the Victorian Electronic Records Strategy project and 'naa' for that part of the scheme which derives from the National Archives of Australia *Recordkeeping Metadata Standard for Commonwealth Agencies*.⁴

³ Available at <http://www.naa.gov.au/>.

⁴ Available at <http://www.naa.gov.au/>.

5 VERS Encapsulated Object Metadata

M1 VERS ENCAPSULATED OBJECT

Container	
XML Element Name	vers:VERSEncapsulatedObject
Definition	This is a container for an entire VEO.
Obligation	Mandatory
Repeatable	No
Contains	M2 VEO Format Description (M) M3 Version (M) M4 Signed Object (C) M134 Signature Block (C) M152 Lock Signature Block (C)
NAA Metadata	No

M2 VEO FORMAT DESCRIPTION

XML Element Name	vers:VEOFormatDescription
Definition	This is a textual description of the overall format of a VERS record.
Purpose	This element gives basic information about the entire VERS record that will help enable a human reader in the future to understand the format of the record and to interpret its contents.
Obligation	Mandatory
Repeatable	No
NAA Metadata	No
Default Value	Agency-defined but a standard paragraph should be used for all VEOs created within the agency.
Comments	<p>Note: Values within this element must be contained within a vers:Text subelement. See Advice 11 on PROS 99/007 Specification 2: VERS Metadata Scheme.</p> <p>The standard value for this element is given below, but this may be varied as required:</p> <p style="padding-left: 40px;">Produced according to the Victorian Electronic Records Strategy, Version 2.0, 31 July 2003. The structure of this record is represented using Extensible Markup Language (XML) 1.0, W3C, 1998.</p>

M3 VERSION

XML Element Name	vers:Version
Definition	The version of the VERS record Standard.
Purpose	This element is used to distinguish between versions of the Standard.
Obligation	Mandatory
Repeatable	No
NAA Metadata	No
Default Value	2.0 for VEOs produced according to this Standard, and 1.2 for Version 1 VEOs.
Comments	–

M4 SIGNED OBJECT

Container					
XML Element Name	vers:SignedObject				
Definition	This is the container for the parts of a VEO that are digitally signed.				
Obligation	Mandatory				
Repeatable	No				
NAA Metadata	No				
Contains	M5 Object Metadata (C) M9 Object Content (C)				
Attributes	<table border="1"> <thead> <tr> <th>Attribute Name/Type</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td>vers:VEOVersion CDATA</td> <td>(Mandatory in a Version 2 VEO). The contents of this attribute must be identical to the contents of M3 VERSION.</td> </tr> </tbody> </table>	Attribute Name/Type	Definition	vers:VEOVersion CDATA	(Mandatory in a Version 2 VEO). The contents of this attribute must be identical to the contents of M3 VERSION .
Attribute Name/Type	Definition				
vers:VEOVersion CDATA	(Mandatory in a Version 2 VEO). The contents of this attribute must be identical to the contents of M3 VERSION .				
Comments	In Version 2 each VEO must contain at least one digital signature; in Version 1 digital signatures were optional.				

M5 OBJECT METADATA

Container	
XML Element Name	vers:ObjectMetadata
Definition	This group of elements contains general information of a technical nature about the VERS record.
Obligation	Mandatory
Repeatable	No
NAA Metadata	No
Contains	M6 Object Type (M) M7 Object Type Description (M) M8 Object Creation Date (M)

M6 OBJECT TYPE

XML Element Name	vers:ObjectType	
Definition	This is the type of the object.	
Purpose	This element enables the structural and hierarchical organisation of records. It allows searches to be restricted to records at a particular level of aggregation.	
Obligation	Mandatory	
Repeatable	No	
NAA Metadata	No	
Assigned Values	Value Name	Definition
	Record	A record (i.e. self-contained information that must be preserved for a specified period).
	File	A logical collection of records.
	Modified VEO	A modified Record, File, or Modified VEO.
Default Value	–	
Comments	<p>If the value is 'Record' then M59 AGGREGATION LEVEL will be 'Item'. (See discussion in M59 AGGREGATION LEVEL).</p> <p>If the value is 'File' then M59 AGGREGATION LEVEL will also be 'File'.</p> <p>The presence of a VERS File VEO enables the storage of information about a logical collection of records. For example, disposal information may be stored in a VERS File VEO. A VERS File VEO also enables description at a higher level than records. (See Section 10, Metadata Associated with a File VEO).</p> <p>A Modified VEO indicates that this VEO contains a modification of an existing VEO. This other VEO may be a Record VEO, a File VEO, or another Modified VEO. (See Section 13, Metadata Associated with Modified VEO).</p>	
Related Elements	M9 Object Content M59 Aggregation Level	

M7 OBJECT TYPE DESCRIPTION

XML Element Name	vers:ObjectTypeDescription	
Definition	A short textual description describing the purpose of the VERS record.	
Purpose	This element enables a human reader to understand the value and purpose of the VERS record.	
Obligation	Mandatory	
Repeatable	No	
NAA Metadata	No	
Default Value	–	
Comments	<p>This element should contain a brief description of purpose of the object. Suggested values are given, but these may be varied as required.</p> <p>For a Record VEO the suggested value of this element is: 'This object contains a record; that is, a collection of related information that must be preserved for a period.'</p> <p>For a File VEO the suggested value of this element is: 'This object contains information about a file, that is, a collection of related records.' For further information about File VEOs see Section 10, Metadata Associated with a File VEO.</p> <p>For a Modified VEO the suggested value of this element is: 'This object contains a VEO which has been modified. The modified VEO may be a Record VEO, a File VEO, or another Modified VEO.' For further information about modified VEOs see Section 13, Metadata Associated with Modified VEO.</p>	

M8 OBJECT CREATION DATE

XML Element Name	vers:ObjectCreationDate	
Definition	The date and time the VERS object was created.	
Purpose	This element is crucial in establishing the authenticity of a VERS record because knowing and being able to prove when a record was created may be vital for evidentiary or historical reasons.	
Obligation	Mandatory	
Repeatable	No	
NAA Metadata	No	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Must be 'ISO 8061' if present.
Comments	<p>The time should be specified to (at least) the minute. The contents of this element are critical in preventing the creator of the record from subsequently replacing it. The creation date and time must be obtained from a source that cannot be modified by the creator.</p> <p>A date/time must be expressed in the format defined in Section 14 (but cannot be a date range).</p>	

M9 OBJECT CONTENT

Container	
XML Element Name	vers:ObjectContent
Definition	A switch defining the various types of object that may be contained within a VERS record. This element enables the structural and hierarchical organisation of records. It allows searches to be restricted to records at a particular level of aggregation.
Obligation	Mandatory
Repeatable	No
NAA Metadata	No
Contains	M10 Record (C) or M142 File (C) or M156 ModifiedVEO (C)

6 Metadata Associated with Record VEOs

A Record VEO is one of the three types of VEO that may be contained in a M9 OBJECT CONTENT element

M10 RECORD

Container	
XML Element Name	vers:Record
Definition	A Record VEO contains an electronic record. This group of elements represents an electronic record.
Obligation	Mandatory in a Record VEO.
Repeatable	No
NAA Metadata	No
Contains	M11 Record Metadata (C) M114 Document (C)

M11 RECORD METADATA

Container	
XML Element Name	vers:RecordMetadata
Definition	Metadata that describes the record as a whole. This group of elements contains contextual information about the record that is crucial to establishing the veracity and authenticity of the record.
Obligation	Mandatory
Repeatable	No
NAA Metadata	No
Contains	M12 Agent (C) M24 Rights Management (C) M32 Title (C) M37 Subject (C) M40 Description (M) M153 Auxiliary Description (M) M41 Language (C) M42 Relation (C) M46 Coverage (C) M50 Function (C) M54 Date (C) M58 Type (M) M59 Aggregation Level (M) M60 Format (C) M65 Record Identifier (M) M66 Management History (C) M71 Use History (C) M76 Preservation History (C) M83 Location (C) M88 Disposal (C) M93 Mandate (C) M99 VEO Identifier (C) M104 Transaction (C)

M12 AGENT

Container	
XML Element Name	naa:Agent
Definition	An agent is a corporate entity, organisational unit, or individual that is responsible for some action on, or usage of, a record.
Purpose	<p>This collection of elements describes the agent.</p> <p>This element ensures accountability for important recordkeeping decisions and actions.</p> <p>In conjunction with other subelements (M54 DATE, M66 MANAGEMENT HISTORY and, when used, M71 USE HISTORY and M76 PRESERVATION HISTORY), this element provides context for the creation, management and use of records.</p> <p>This element may act as a resource discovery point for users. For example, to enable users to search for all recordkeeping actions performed by particular agents on particular records, or to search for all records that have been accessed by a particular agent.</p>
Obligation	Mandatory
Repeatable	Yes
NAA Metadata	Yes
Contains	M13 Agent Type (M) M14 Jurisdiction (M) M15 Corporate ID (M) M16 Corporate Name (M) M17 Person ID (M) M18 Personal Name (M) M19 Section Name (M) M20 Position Name (M) M21 Contact Details (M) M22 Email (M) M23 Digital Signature (M)
Comments	<p>In the NAA metadata scheme instances of this element can be used to describe agents that use or perform actions on records. These actions or uses are listed in M54 DATE, M66 MANAGEMENT HISTORY, M71 USE HISTORY, and M76 PRESERVATION HISTORY. In VERS we recommend that agents be explicitly described in the action or use (i.e. M70 EVENT DESCRIPTION, M75 USE DESCRIPTION, or M80 ACTION DESCRIPTION), and that M12 AGENT is only used to document significant actors in the life of the record (e.g. the record creator).</p> <p>Not all instances of this element will contain values for all the subelements. Agent Type and Corporate Name are the only subelements which must always be used; use of the other subelements will depend on the role of the agent, which is described using the values under subelement Agent Type, and the level of agent description required by the agency.</p>
Related Elements	M54 Date M66 Management History M71 Use History M76 Preservation History

M13 AGENT TYPE

XML Element Name	naa:AgentType	
Definition	A category which identifies the role and responsibilities of a particular agent.	
Purpose	<p>This element identifies the role played by a particular agent.</p> <p>This element also provides consistency, through the use of assigned values, in the description of recordkeeping roles and responsibilities across the Victorian public sector.</p>	
Obligation	Mandatory	
Repeatable	Yes	
NAA Metadata	Yes	
Assigned Values	Value Name	Definition
	Record Creator	The corporate entity that makes, receives and accumulates the records in the course of its business. The corporate entity to which the record belongs.
	Document Author	In VERS we suggest that the term 'Record Author' be used instead of 'Document Author' as a VERS record also contains Documents and has a Document Agent element (M116). The corporate entity, organisational element and/or individual primarily responsible for the content of the record. Equates to the term 'Originator' used in some environments.
	Record Author	(VERS term) The corporate entity, organisational element and/or individual primarily responsible for the content of the record. Equates to the term 'Originator' used in some environments.
	Originator	(VERS term) The corporate entity, organisational element and/or individual that originated the transaction documented in the record.
	Responder	(VERS term) The corporate entity, organisational element and/or individual that responded to the transaction documented in the record.
	Transactor	The individual(s), elements or entities, other than the Record Creator, involved in the act or transaction documented by the record. If it is desirable to distinguish between the originator of the transaction and the responder, it is suggested that 'Originator' and 'Responder' be used.
	Primary Recipient	(VERS term) An individual or organisation that is a primary recipient of this record (e.g. the 'to' list of an email)
	Copy Recipient	(VERS term) An individual or organisation that is a secondary (copy) recipient of this record (e.g. the 'cc' list of an email)
	Blind Copy Recipient	(VERS term) An individual or organisation that is a secondary (copy) recipient of this record that other recipients do not know about (e.g. the 'bcc' list of an email)
	Registrar	The individual responsible for assigning the record to the recordkeeping system (i.e. registering the record into the recordkeeping system).

Action Officer	<p>Deprecated; agents should be described according to the actions they have performed upon the record.</p> <p>An individual who accesses or makes use of a record in the course of his/her work. Unlike other Assigned Values for this subelement, this value does not generally denote any particular role and is meant to be used primarily with element M71 USE HISTORY.</p> <p>Agencies may choose to allow the value 'Action Officer' instead of 'Transactor' as the Agent Type of an individual involved in a transaction (see also subelement M56), and instead of 'Registrar' as the Agent Type of an individual who registers a record into a recordkeeping system (see also subelement M57).</p>
Publisher	The corporate entity responsible for making a record publicly available.
Authority	The corporate entity, organisational element and/or individual who is responsible for authorising some action on the record.
Records Manager	<p>Deprecated; agents should be described according to the actions they have performed upon the record.</p> <p>An individual responsible for administering and controlling records on a day-to-day basis.</p>
Preservation Officer	<p>Deprecated; agents should be described according to the actions they have performed upon the record.</p> <p>An individual responsible for ensuring the continuing preservation of, and access to, records for as long as they have value.</p>
System Administrator	<p>Deprecated; agents should be described according to the actions they have performed upon the record.</p> <p>An individual responsible for the day-to-day running of the overall computer system of which the recordkeeping system is a part (including system backup and access control).</p>
Access Examiner	<p>Deprecated; agents should be described according to the actions they have performed upon the record.</p> <p>An individual who examines records to identify any exempt information they may contain.</p>
Auditor	<p>Deprecated; agents should be described according to the actions they have performed upon the record.</p> <p>An individual, either internal or external to the agency, who conducts a recordkeeping audit or an IT system audit of the recordkeeping system to determine agency compliance with certain standards.</p>

	Security Officer	Deprecated; agents should be described according to the actions they have performed upon the record. An individual responsible for promulgating and enforcing security policies, and for investigating breaches of security.
	[other]	Other agency-defined value.
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>This element distinguishes between different types of agents.</p> <p>All aggregations of records, including single records, shall have a Record Creator and a Registrar (which may be the same as the Record Creator or Document Author).</p> <p>In the NAA metadata scheme instances of this element can be used to describe agents that use or perform actions on records. These actions or uses are listed in M54 DATE, M66 MANAGEMENT HISTORY, M71 USE HISTORY, and M76 PRESERVATION HISTORY. This is why there are agent types documenting roles such as ‘Action Officer’, ‘Records Manager’ and ‘System Administrator’.</p> <p>In VERS we recommend that agents be explicitly described in the action or use (i.e. M70 EVENT DESCRIPTION, M75 USE DESCRIPTION, or M80 ACTION DESCRIPTION), and that M12 AGENT is only used to document significant actors in the life of the record (e.g. the record creator).</p> <p>For this reason VERS has extended the list of element values that can be used to described the people or organisations involved in the transaction. Record Author should be used where the record is created primarily by one person. Where the record documents a transaction, the terms ‘Originator’ and ‘Recipient’ can be used to distinguished who initiated the transaction and who responded. Where the record is of a communication, ‘Record Author’ can be used to indicate the sender, and ‘Primary Recipient’ can be used to indicate the main recipients, and ‘Copy Recipient’ or ‘Blind Copy Recipient’ can be used to indicate those to whom copies were sent. The distinction between ‘Copy Recipient’ and ‘Blind Copy Recipient’ is the same as the ‘Cc’ and ‘Bcc’ email address lists; that is, when the communication is received, none of the ‘Blind Copy Recipients’ will appear in the address lists.</p> <p>The above list of assigned values may be extended by agencies to meet specific business requirements.</p>	
Related Elements	M54 Date M66 Management History M71 Use History M76 Preservation History	

M14 JURISDICTION

XML Element Name	naa:Jurisdiction	
Definition	The jurisdiction within which the agent operates.	
Purpose	This element identifies the jurisdiction within which the agent operates; it is to be distinguished from Jurisdiction (M47) which is about the jurisdiction of the record.	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	Yes	
Assigned Values	Value Name	Definition
	Commonwealth	Commonwealth of Australia
	ACT	Australian Capital Territory
	NSW	New South Wales
	NT	Northern Territory
	QLD	Queensland
	SA	South Australia
	TAS	Tasmania
	VIC	Victoria
	WA	Western Australia
	Australian Territories	Includes, for example, Australian Antarctic Territory, Christmas Island, Cocos Islands.
	Local	Local municipal area
	[other]	Other agency-defined value
Default Value	VIC	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>Note: This element should not be confused with M47 Jurisdiction. This element should be used to record the jurisdiction of the agent (NOT the jurisdiction covered by the record).</p> <p>It is recommended that this subelement be used when the value of subelement M13 Agent Type is 'Document Author', 'Records Creator', 'Transactor', 'Publisher', 'Authority', 'Record Author', 'Originator', 'Responder', 'Primary Recipient', 'Copy Recipient', or 'Blind Copy Recipient'.</p> <p>Local government agencies may choose to record the actual name of their municipal area.</p>	

M15 CORPORATE ID

XML Element Name	naa:CorporateId	
Definition	An identifier assigned to the agent department or agency.	
Purpose	This element uniquely identifies the organisation related to the agent. The element acts as a 'key' or link between information held about the department or agency by Public Record Office Victoria, and information held by the department or agency about its records.	
Obligation	Optional	
Repeatable	No	
NAA Metadata	Yes	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>Agencies can apply to Public Record Office Victoria for a unique Agency Identifier.</p> <p>The value for this element may be the same as used in M100 Agency Identifier.</p> <p>In the NAA metadata, this element identifies the department or agency <i>responsible for creating</i> records and the element subelement shall only be used in conjunction with subelement M13 Agent Type, Assigned Value 'Record Creator'. The definition has been broadened in VERS as many of the agents involved in a record may not belong to the agency that created the record.</p>	
Related Elements	M100 Agency Identifier	

M16 CORPORATE NAME

XML Element Name	naa:CorporateName	
Definition	The name of the agent department or agency.	
Purpose	This element identifies the organisation related to the agent. It also provides contextual information about the creation, management and use of records.	
Obligation	Mandatory	
Repeatable	Yes	
NAA Metadata	Yes	
Default Value	The default value should be established and set by the agency.	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>In the NAA metadata, this element identifies the department or agency that <i>owns the records and is responsible for actions carried out on the records</i>. The definition has been broadened in VERS as many of the agents involved in a record may not belong to the agency that created the record.</p>	

M17 PERSON ID

XML Element Name	naa:PersonId	
Definition	An identifier assigned to an individual who performs some action.	
Purpose	This element uniquely identifies the person responsible for actions carried out on records and provides a 'key' or link to other details about the individual held by the system. It may act as a system security mechanism.	
Obligation	Optional	
Repeatable	No	
NAA Metadata	Yes	
Default Value	-	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>A person may have more than one assigned identifier, but only one identifier per individual should be used within the agency recordkeeping system.</p> <p>If agents are being linked to actions on records, this subelement and/or subelement M18 Personal Name can be used to facilitate the linking of agent details to actions on records recorded in element M66 MANAGEMENT HISTORY and, where used, elements M71 USE HISTORY and M76 PRESERVATION HISTORY.</p> <p>Further identifiers may need to be added at a later time to uniquely identify the individual if records are moved outside the agency domain. In many cases, the addition of subelement M15 Corporate ID may be enough to uniquely identify an individual outside the agency domain.</p>	
Related Elements	M66 Management History M71 Use History M76 Preservation History	

M18 PERSONAL NAME

XML Element Name	naa:PersonalName	
Definition	The name of an individual who performs some action.	
Purpose	This element identifies the person(s) who are responsible for carrying out actions on records. It also enables searches on all actions carried out by a particular person. It provides contextual information about the creation, management and use of records.	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	Yes	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>If agents are being linked to actions on records, this subelement and/or subelement M17 Person ID can be used to facilitate the linking of agent details to actions on records recorded in element M66 MANAGEMENT HISTORY and, where used, elements M71 USE HISTORY and M76 PRESERVATION HISTORY.</p> <p>If the VERS record is digitally signed (see M134 SIGNATURE BLOCK) by an <i>individual</i> this value may be the same as M137 SIGNER.</p>	
Related Elements	M66 Management History M71 Use History M76 Preservation History M137 Signer	

M19 SECTION NAME

XML Element Name	naa:SectionName	
Definition	The name of the business section(s) responsible for an action carried out on a record. The name of the business section within which a person responsible for a recordkeeping action works.	
Purpose	This element provides further detail about the agent and enables searching on recordkeeping actions performed by a particular business section within a department or agency. It provides further contextual information about the creation, management and use of records.	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	Yes	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	–	

M20 POSITION NAME

XML Element Name	naa:PositionName	
Definition	The name of the position(s) responsible for an action carried out on a record. The name of the position filled by a person responsible for a recordkeeping action.	
Purpose	This element provides further detail about the agent and enables searching on recordkeeping actions performed by a particular position within a department or agency. It provides further contextual information about the creation, management and use of records.	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	Yes	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	–	

M21 CONTACT DETAILS

XML Element Name	naa:ContactDetails	
Definition	Information on how to contact the agent, such as street or postal address, telephone and fax numbers.	
Purpose	This element facilitates contact with an agent at either organisation or individual level and enables an interested party to gain access to the records or to ascertain further information about the records.	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	Yes	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Default Value	Should be established and set by the agency, but could be either global agency-level details, role specific, position specific, or individual-specific details.	
Comments	–	

M22 EMAIL

XML Element Name	naa:Email	
Definition	The email address of the agent.	
Purpose	This element enables direct communication with the agent, who is a direct point of contact for providing access to, or further information about, the record.	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	Yes	
Default Value	Should be established and set by the agency, but could be either a single central agency email address or, when the agent is an individual, that individual's personal email address.	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	–	

M23 DIGITAL SIGNATURE (DEPRECATED)

XML Element Name	naa:DigitalSignature	
Definition	An encrypted, tamper-proof piece of data which creates a unique and unforgeable identifier of the Document Author (either a corporate entity/element, or an individual), the Record Creator (a corporate entity), the Transactors (corporate entities/elements, or individuals), or the Action Officers (individuals) involved as Transactors.	
Purpose	This element provides proof of the source and integrity of the record and may help to prevent records being forged.	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	Yes	
Default Value	The digital signature of the Document Author or Record Creator.	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>This element is deprecated for use in a VEO as digital signatures are recorded in M134 SIGNATURE BLOCK. It has been retained solely to maintain compatibility with NAA recordkeeping metadata.</p> <p>May be the digital signature of a corporate entity, a corporate element or an individual.</p> <p>Only for use with M13 Agent Type, Assigned Values 'Document Author', 'Record Creator', 'Transactor' and 'Action Officer' (if the Transactor is designated as an Action Officer).</p> <p>If the VEO is digitally signed (see M134 SIGNATURE BLOCK) by an individual or entity identified in M13 Agent Type this value will be the same as M138 SIGNATURE.</p>	
Related Elements	M138 Signature	

M24 RIGHTS MANAGEMENT

Container	
XML Element Name	naa:RightsManagement
Definition	This group of elements describes the policies, legislation, caveats and/or classifications which govern or restrict access to or use of records to facilitate the proper and appropriate management of sensitive or classified records and to alert users to restrictions on access and use of records, and to advise on when such restrictions may change or cease.
Purpose	These elements facilitate the proper and appropriate management of sensitive or classified records. This may alert users to restrictions on access and use of records, and advise on when such restrictions may change or cease.
Obligation	Mandatory
Repeatable	No
NAA Metadata	Yes
Contains	M25 Security Classification (M) M26 Caveat (M) M27 Codeword (M) M28 Releasability Indicator (M) M29 Access Status (M) M30 Usage Condition (M) M31 Encryption Details (M)
Comments	<p>The values contained in the subelements reflect the <i>current</i> status of access and usage rights for the records.</p> <p>The values shall be able to be changed by an authorised agent ('authorised agent' shall be agency-defined).</p> <p>When values for access and usage rights are changed, the old values may be stored in element M66 MANAGEMENT HISTORY.</p>
Related Elements	M66 Management History

M25 SECURITY CLASSIFICATION

XML Element Name	naa:SecurityClassification	
Definition	A means of classifying records based on their security requirements.	
Purpose	This element minimises the chances of records being acquired by people or organisations not authorised to receive them.	
Obligation	Mandatory	
Repeatable	No	
NAA Metadata	Yes	
Assigned Values	Value Name	Definition
	Unclassified	
	In-Confidence	
	Protected	
	Highly Protected	
	Restricted	
	Confidential	
	Secret	
	Top Secret	
Default Value	Unclassified	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>The assigned values, the criteria for using them, and the protections they should be given, are detailed in the Commonwealth Government's Protective Security Manual (PSM). This has been adopted by the Victorian Government.</p> <p>Do not use element M42 RELATION to relate a single item of a particular security classification with a folder of a lower classification level – e.g. it shall not be possible to use subelement M44 Relation Type, Assigned Value 'Contains/Contained In' to associate a highly protected item with a confidential or unclassified folder.</p> <p>The value of this subelement may change over time. When it does so, this event can be documented in the management history (see M66 MANAGEMENT HISTORY).</p>	
Related Elements	M66 Management History M26 Caveat	

M26 CAVEAT

XML Element Name	naa:Caveat	
Definition	A warning that the record requires special handling, and that only people cleared and entitled to see that record may have access to it.	
Purpose	This element helps prevent unauthorised handling of, or access to, records with special sensitivities.	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	Yes	
Assigned Values	Value Name	Definition
	Cabinet-in-Confidence	All documents and records prepared for consideration by Cabinet.
	Commercial-in-Confidence	Documents and records whose disclosure may: <ul style="list-style-type: none"> • cause financial loss or loss of earning potential to, or facilitate improper gain or advance for, individuals or private entities • breach proper undertakings to maintain the confidentiality of information provided by third parties • breach statutory restrictions on the management and disclosure of information • disadvantage the Government in commercial or policy negotiations with others.
	Medical-in-Confidence	Documents and records whose disclosure may: <ul style="list-style-type: none"> • cause substantial distress to individuals or private entities • breach proper undertakings to maintain the confidentiality of information provided by third parties • breach statutory restrictions on the management and disclosure of information.
	Staff-in-Confidence	Documents and records whose disclosure may: <ul style="list-style-type: none"> • impede the effective development or operation of government policies • undermine the proper management of the public sector and its operations.
	Personal	Documents and records of a personal and private nature.
	[other]	Other agency-defined value.
Default Value	A default value shall be set by an agency in order to meet its own requirements.	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>Other caveats may be added by agencies working within particular security domains or compartments.</p> <p>The value of this subelement may change over time. When it does so, this event can be documented in the management history (see M66 MANAGEMENT HISTORY).</p>	
Related Elements	M66 Management History M25 Security Classification	

M27 CODEWORD (DEPRECATED)

XML Element Name	naa:Codeword	
Definition	A form of caveat that is used to refer to classified information or activity, without revealing the nature of that information or activity to unauthorised personnel.	
Purpose	This element prevents discovery of the nature of the information or activity covered by particular security compartments. It provides a shorthand means of referring to classified material of a specific nature, thereby protecting the nature and purpose of that material from discovery by people without the relevant briefings.	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	Yes	
Default Value	A default value shall be able to be set by an agency in order to meet its own requirements.	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>Deprecated. This element has been retained solely to maintain compatibility with NAA recordkeeping metadata.</p> <p>The value of this subelement may change over time. When it does so, this event can be documented in the management history (see M66 MANAGEMENT HISTORY).</p>	
Related Elements	M66 Management History	

M28 RELEASABILITY INDICATOR (DEPRECATED)

XML Element Name	naa:ReleasabilityIndicator	
Definition	A self-evident abbreviation applied to certain records to indicate their releasability status, such as whether they may be released to another country.	
Purpose	This element restricts the dissemination of the records to certain nationalities and provides a further level of protection against the compromise of national security interests.	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	Yes	
Assigned Values	Value Name	Definition
	AUSTEO	Australian Eyes Only
	AUSCANUKUS	Releasable to Australia, Canada, United Kingdom and United States.
	[other]	Other agency-defined value.
Default Value	A default value shall be able to be set by an agency in order to meet its own requirements.	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>Deprecated. This is a Commonwealth Government National Security classification and should not be used in the Victorian public sector. It has been retained solely to maintain compatibility with NAA recordkeeping metadata.</p> <p>The value of this subelement may change over time. When it does so, this event can be documented in the management history (see M66 MANAGEMENT HISTORY).</p> <p>The above values are listed as examples only. There are many other possible values for Releasability Indicators (RIs), and these may be added as Assigned Values by agencies working within particular domains or compartments.</p>	
Related Elements	M66 Management History	

M29 ACCESS STATUS

XML Element Name	naa:AccessStatus	
Definition	Information about whether a record is closed for a period or may be released or published, or whether it is to be wholly or partially withheld from public access.	
Purpose	This element facilitates or restricts public access to government records that are closed.	
Obligation	Optional	
Repeatable	No	
NAA Metadata	Yes	
Assigned Values	Value Name	Definition
	Not for Release	The record is not to be released or published.
	May be Published	The record may be published.
	May be Released under FOI	The record contains no information that might preclude it from being released to an individual or party under an FOI request.
	Limited Release	Due to particular sensitivities of a security, privacy, business or other nature the record may be released to a limited (agency-defined) audience only, or limited parts or sections only of a record may be released.
	Published	The record has been made publicly available (through formal publishing or some other means).
Default Value	Depending on its business requirements, an agency may set the default to be either 'Not for Release' or 'May be Published'.	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>Agencies may be required to provide access to records under the provisions of the FOI Act.</p> <p>The value of this subelement may change over time. When it does so, this event can be documented in the management history (see M66 MANAGEMENT HISTORY).</p>	
Related Elements	M66 Management History	

M30 USAGE CONDITION

XML Element Name	naa:UsageCondition	
Definition	An indication that some kind of limitation or restriction has been placed on how a record may be used by staff within an agency or by the general public.	
Purpose	This element protects a record against any form of unauthorised use (including unauthorised disclosure), or any use that may place the owner or creator of a record (either a corporate entity or an individual) at a disadvantage. It helps an agency ensure that the records for which it is responsible are not used in ways that contravene copyright or privacy restrictions, or that will cause damage to specific business or domain interests.	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	Yes	
Default Value	Copyright State of Victoria YYYY (where YYYY represents the year) may be the default for a published Item. It shall be possible for an agency to set its own default value for the Usage Condition.	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	There are many possible values for Usage Conditions. Examples include copyright statements, statements which detail to whom use of the record is restricted, and statements that list penalties for unauthorised disclosure. Other Usage Conditions may be added as Assigned Values by agencies to meet their own requirements for restricting the use of records. Some Usage Conditions may be system-enforceable and will require specific usage types to be included under element M71 USE HISTORY , subelement M74 Use Type , to track authorised usage and unauthorised attempts at usage over time.	
Related Elements	M71 Use History	

M31 ENCRYPTION DETAILS (DEPRECATED)

XML Element Name	naa:EncryptionDetails	
Definition	Information, or pointers to information, about how a record has been encrypted to enable decryption (and hence, access) if the record is stored in the recordkeeping system in an encrypted state and to enable re-encryption if the record is stored in the recordkeeping system in a decrypted state, but needs to be moved to another system or location.	
Purpose	This element enables decryption (and hence, access) if the record is stored in the recordkeeping system in an encrypted state. It may also enable re-encryption if the record is stored in the recordkeeping system in a decrypted state, but needs to be moved to another system or location.	
Obligation	Optional	
Repeatable	No	
NAA Metadata	Yes	
Default Value	The agency's own public key and Certification Authority.	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>Encryption of long-term records is NOT RECOMMENDED as loss of the encryption key results in loss of the record. This element has been retained solely to maintain compatibility with NAA recordkeeping metadata.</p> <p>If encryption is used, details need to be recorded about the public and private keys, and the Certification Authority which has authorised, and which vouches for, the identity of the key holders. These details are required in order to restrict or enable access to the encrypted record.</p> <p>This subelement could be used either to record the encryption details themselves (if the recordkeeping system is considered sufficiently secure), or to record the location of the encryption details which are stored outside the recordkeeping system.</p> <p>It is recommended that information regarding private keys never be held within the recordkeeping system.</p>	

M32 TITLE

Container	
XML Element Name	naa:Title
Definition	This group of elements contains the name given to the record. For ease and speed of identification, and to facilitate control, a record must have a title which is representative of its contents.
Purpose	The title assists in identifying the record and acts as a resource discovery access point for users. It may also describe the functions and/or subjects documented in the record.
Obligation	Mandatory
Repeatable	No
NAA Metadata	Yes
Contains	M33 Scheme Type (M) M34 Scheme Name (M) M35 Title Words (M) M36 Alternative (M)
Comments	The element M32 TITLE provides 'whole-of-title' access to records. If the subelement M33 Scheme Type is either subject-based or functional, the elements M37 SUBJECT and M50 FUNCTION will provide access at the individual keyword or descriptor level.
Related Elements	M37 Subject M50 Function

M33 SCHEME TYPE

XML Element Name	naa:SchemeType	
Definition	The type of naming convention used to title records.	
Purpose	This element provides information about the titling of the record. Summary information about how records are titled across different business areas in a department or agency may be useful in the management and control of those records.	
Obligation	Mandatory	
Repeatable	Yes	
NAA Metadata	Yes	
Assigned Values	Value Name	Definition
	Functional	The titling scheme used describes the functions and activities covered by the content of the record.
	Subject-based	The titling scheme used describes the topic of the record.
	Free Text	Free text, alone or in combination with some form of controlled vocabulary, is used to title the record.
Default Value	Should be set to the default scheme type used by an agency to title its records.	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>If the identified Scheme Type is 'Subject-based', element M37 SUBJECT shall be used.</p> <p>If the identified Scheme Type is 'Functional', element M50 FUNCTION shall be used.</p> <p>If the identified Scheme Type is 'Free Text' <i>only</i>, the value of subelement M34 Scheme Name shall be 'None'.</p> <p>Agencies may designate more than one Scheme Type where, for example, they use a combination of a functional or subject-based scheme with free text.</p>	
Related Elements	M37 Subject M50 Function	

M34 SCHEME NAME

XML Element Name	naa:SchemeName	
Definition	The name of the specific internal/external standard, method or convention used to title the record.	
Purpose	This element informs users of the particular standard, method or convention used to title the record.	
Obligation	Mandatory	
Repeatable	No	
NAA Metadata	Yes	
Assigned Values	Value Name	Definition
	None	No scheme has been used to title the record.
	Agency Functional Thesaurus	An internal agency-specific, functional thesaurus used for titling records.
	Agency Subject Thesaurus	An internal agency-specific, subject-based thesaurus used for titling records.
	[other]	Other agency-defined value.
Default Value	Should be set to the default scheme used by an agency to title its records.	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	The list of Assigned Values is not exhaustive; there are a number of schemes available for use in specialist areas. Agencies may extend the set of Assigned Values by adding specialist schemes or their own internal functional or subject-based schemes.	

M35 TITLE WORDS

XML Element Name	naa:TitleWords
Definition	The words used to name the record – i.e. the title.
Purpose	This element enables searching on a title in its entirety. It allows an exact hit on a record if its title is known in full by the searcher.
Obligation	Mandatory
Repeatable	No
NAA Metadata	Yes
Default Value	–
Comments	–

M36 ALTERNATIVE

XML Element Name	naa:Alternative	
Definition	An alternative name by which the record is known.	
Purpose	This element identifies the same record to areas or individuals that may refer to it by an alternative name to its official title.	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	Yes	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	Organisations, business areas and individuals often have shorthand methods of referring to records, particularly if they have long or complex titles. The use of an acronym of the title, or of an informal or colloquial title, are common examples of this.	

M37 SUBJECT

Container	
XML Element Name	vers:Subject
Definition	The subject or topic of a record that concisely and accurately describes the record's content.
Purpose	The subject acts as a resource discovery access point at a finer level of detail than that provided by the element M32 TITLE . Some users may require searching capability at individual keyword level, rather than just by the title as a whole.
Obligation	Conditional. (This element must be used if M33 SCHEME TYPE has been set to 'Subject-based'.)
Repeatable	Yes
NAA Metadata	Yes
Contains	M37 Subject (C) M38 Keyword Level (C) M39 Keyword (M)
Comments	<p>Some subject-based schemes are hierarchical; others allow the use of a number of equally weighted keywords.</p> <p>If the scheme allows for equally weighted keywords, multiple M39 Keyword subelements should be used. The M38 Keyword Level should not be present.</p> <p><i>For a Version 1 VEO only:</i> If the scheme is hierarchical, multiple M37 SUBJECT elements will be present, one element for each level. The M38 Keyword Level subelement will indicate the level of the keywords in this element, and Keywords will contain the list of keywords.</p> <p>Note: The definition of this element has been changed from that given in NAA to simplify implementation and to improve the ability to transfer records between systems. To map from an NAA metadata element, create an instance of M37 SUBJECT element with the appropriate M38 Keyword Level subelement set and the keyword(s) in the M39 Keyword subelement. For example, mapping from the NAA metadata Subject/Second Level Keyword = 'Ministerial' would give Subject {Keyword Level = 2, Keyword = 'Ministerial'}. To map from a VERS metadata element to the equivalent NAA metadata element creates an instance of the appropriate subelement for that level. Note that this may require the definition of new subelements if it is a 4th or greater level keyword.</p> <p><i>For a Version 2 VEO only:</i> If the scheme is hierarchical, a M37 Subject element will contain the following subelements:</p> <ul style="list-style-type: none"> • An optional M38 Keyword Level subelement which will indicate the level of the keywords in this element. • At least one M39 Keyword subelement. Normally, we would expect only one keyword element. • Zero or more M37 Subject subelements. Each subject subelement contains the subordinate keyword terms. <p>Note that the mechanism in Version 2 allows a record to contain multiple hierarchical subject classifications with the finer-grained keywords correctly associated.</p>

M38 KEYWORD LEVEL

XML Element Name	vers:KeywordLevel	
Definition	The level of the keyword.	
Purpose	When using a hierarchical subject scheme, this element indicates the level of this list of keywords. Level 1 is the highest level.	
Obligation	Optional	
Repeatable	No	
NAA Metadata	No	
Default Value	-	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	-	

M39 KEYWORD

XML Element Name	vers:Keyword	
Definition	The keyword.	
Purpose	This element indicates that the record is about a particular subject category (or categories). Users can use further keywords to either refine or broaden their search (depending on the Boolean operators used).	
Obligation	Conditional (at least one keyword must be present in a M37 SUBJECT element).	
Repeatable	Yes	
NAA Metadata	No	
Default Value	-	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	-	

M40 DESCRIPTION

XML Element Name	naa:Description	
Definition	A description, in free text prose, of the content and/or purpose of the record.	
Purpose	This element enables searching based on words and phrases describing the record. It allows for more detail than that provided by means of a titling scheme alone.	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	Yes	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>This element may contain an abstract or summary of a textual record, or a textual description of a non-textual record (e.g. an image).</p> <p>The content of this element is intended to be displayed to users in normal operation to allow them to determine that this record is of interest. There is frequently secondary descriptive information that is not of high quality, or only of interest to a small number of users. For this secondary descriptive information use M153 AUXILIARY DESCRIPTION.</p>	
Related Elements	M153 Auxiliary Description	

M41 LANGUAGE (DEPRECATED)

XML Element Name	naa:Language	
Definition	The language of the content of the record.	
Purpose	This element allows searches to be restricted to records in a specific language.	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	Yes	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. This must be 'ISO 639' if present.
Comments	<p>This element is deprecated for use in a VEO as a record may contain many Documents in multiple languages. Element M120 DOCUMENT LANGUAGE should be used instead.</p> <p>The International Standard (ISO 639) list of language codes should be used to determine the value of M41 Language. A list of these codes can be found in 'Codes for the Representation of Names of Languages – Part 2: Alpha-3 Code' available at http://www.loc.gov/standards/iso639-2/langhome.html (visited 17 Jan 2003). Note that where a language has a two-letter and a three-letter code, the two-letter code should be used in preference to the three-letter code.</p> <p>Note: the code for English is 'en'.</p>	

M42 RELATION

Container	
XML Element Name	naa:Relation
Definition	<p>This group of elements contains a link between:</p> <ul style="list-style-type: none"> • one record item and another, or between various aggregations of records. • a record and another information resource.
Purpose	<p>A relation provides contextual information about the record by documenting its place in the recordkeeping system and its relationships with other records and information resources documenting the same function, activity or transaction.</p> <p>A relation acts as an access point for records and information resources that are related to each other. Documentation of these relationships enables both proper management and informed use of records over time.</p>
Obligation	Optional
Repeatable	Yes
NAA Metadata	Yes
Contains	M43 Related Item ID (M) M44 Relation Type (M) M45 Relation Description (M)
Comments	<p>The information captured in this element pertains only to the nature of a particular relation between records, or between records and other information resources. Information relating to the agent responsible for implementing the relation, and the date/time the relation was implemented, is recorded under element M66 MANAGEMENT HISTORY.</p> <p>This element is not to be used for relationships other than those between records or between records and other information resources (e.g. not to be used to describe relationships between agents).</p> <p>It is possible for a record to have no relationship with any other record, or with any resource.</p> <p>This element should be used in conjunction with element M66 MANAGEMENT HISTORY. Use of this element will be triggered when the Assigned Value 'Related' under subelement M69 Event Type is selected.</p>
Related Elements	M66 Management History M104 Transaction

M43 RELATED ITEM ID

XML Element Name	naa:RelatedItemId	
Definition	A unique identifier for the related record or information resource.	
Purpose	<p>This element acts as an access point to more information about the related record or information resource.</p> <p>The identifier is an essential element that uniquely identifies the related record or resource. It also provides the 'key' or link to all other (currently accessible) information about the related record or resource.</p>	
Obligation	Conditional (must be present in all M42 RELATION elements)	
Repeatable	Yes	
NAA Metadata	Yes	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>The identifier shall uniquely identify the related record or resource in the current domain. The following cases are distinguished.</p> <ul style="list-style-type: none"> • If the value of this element only contains text, it is assumed to refer to a record within the current series. The text will be identical to the value of the vers:VERSRecordIdentifier element of the related record. (This option is necessary because of an ambiguous definition in Version 1). • Otherwise, the element will contain a vers:VEOIdentifier. If the vers:VEOIdentifier does not contain a vers:AgencyIdentifier or a vers:SeriesIdentifier, the related record is assumed to be in the same series and agency as this record. <p>Version 2 systems must only generate vers:RelatedItemId values of the second form (i.e. containing the vers:VEOIdentifier).</p>	
Related Elements	M103 VERS Record Identifier	

M44 RELATION TYPE

XML Element Name	naa:RelationType	
Definition	A category of relationship between records, at the same or different levels of aggregation, or between records and other information resources.	
Purpose	This element documents the nature of the relationships between the two or more items. It provides contextual information about records by documenting other items with which they have logical associations or historical relationships.	
Obligation	Conditional (must be present in all M42 RELATION elements).	
Repeatable	Yes	
NAA Metadata	Yes	
Assigned Values	Value Name	Definition
	Contains/ Contained in	Denotes participation in a level of aggregation. Denotes a record or resource that makes up part of a defined whole. Records may be contained in folders; folders (and hence records) are contained in a series. It shall not be possible to use this value to relate an item of a particular security classification to a file of a lower security classification.
	Next/Previous	Denotes that the record is the next or previous part of a sequence – e.g. the next or previous part of file 99/131.
	Replaces/ Replaced by	Denotes that the content of the record replaces/is replaced by (supersedes/is superseded by) the content of another record.
	Refers to	Denotes that the record refers (e.g. through textual references, URIs or bibliographic information) to other resources.
	See also	Denotes that another record should be consulted for more or related information.
	Derived from (source)	Denotes another record or resource from which the record is derived.
	[other]	Other agency-defined value
Default Value	Should be able to be agency-defined and set, based on agency requirements.	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>Multiple use of this element within the one relationship is NOT RECOMMENDED. For example, RELATION must not contain two Relation Type values like 'Contains' and 'Next'. If a record has multiple relationships they must be documented as separate instances of M42 RELATION even if the relation refers to the same record.</p> <p>Other types of relations may be added as an Assigned Value by agencies to meet their own requirements for defining relationships between records, and records and other information resources.</p>	

M45 RELATION DESCRIPTION

XML Element Name	naa:RelationDescription
Definition	Information about the relationship not explicit or obvious in subelement M44 Relation Type . Further explanatory notes or details about the relationship.
Purpose	This element provides additional contextual information about the relationship. It might be necessary to explain the reasoning behind why a particular relationship between particular records/resources was defined. Specific details about the actual instance of the relationship (other than date/time and agent information, which is recorded under element M66 MANAGEMENT HISTORY) might need to be recorded.
Obligation	Optional
Repeatable	Yes
NAA Metadata	Yes
Default Value	–
Comments	
Related Elements	M66 Management History

M46 COVERAGE

Container	
XML Element Name	naa:Coverage
Definition	The jurisdictional, spatial and/or temporal characteristics of the <i>content</i> of the record.
Purpose	This group of elements allows a search to be restricted to records about a certain jurisdiction, place or time.
Obligation	Optional
Repeatable	Yes
NAA Metadata	Yes
Contains	M47 Jurisdiction (M) M48 Place Name (M) M49 Period Name (M)
Comments	The information required in this element will often be adequately reflected in elements M32 TITLE , M37 SUBJECT , M40 DESCRIPTION or M50 FUNCTION . Use of this element for recordkeeping purposes is likely to be restricted to those agencies that deal with statistical or geospatial data on a large scale.
Related Elements	M32 Title M37 Subject M40 Description M50 Function

M47 JURISDICTION

XML Element Name	naa:Jurisdiction	
Definition	The jurisdiction(s) covered by and/or discussed in the content of the record.	
Purpose	This element enables a search to be conducted on records covering nominated jurisdictions. It facilitates management of records dealing with the same jurisdiction. It may provide valuable information about the content of a record that is additional to that provided by elements M32 TITLE , M37 SUBJECT , M40 DESCRIPTION and M50 FUNCTION .	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	Yes	
Assigned Values	Value Name	Definition
	Commonwealth	Commonwealth of Australia
	ACT	Australian Capital Territory
	NSW	New South Wales
	QLD	Queensland
	SA	South Australia
	TAS	Tasmania
	VIC	Victoria
	WA	Western Australia
	NT	Northern Territory
	Australian Territories	Includes, for example, Australian Antarctic Territory, Christmas Island, Cocos Island.
	Local	Local municipal area
	[other]	Other agency-defined value.
Default Value	VIC	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>Note: This element should not be confused with M14 Jurisdiction, which records the jurisdiction of an agent. This element (M47) documents the jurisdiction of the record.</p> <p>The above list of assigned values may be extended by agencies to meet specific business requirements.</p> <p>Local government agencies may choose to record the actual name of their municipal area.</p>	
Related Elements	M32 Title M37 Subject M40 Description M50 Function	

M48 PLACE NAME

XML Element Name	naa:PlaceName	
Definition	Locations, regions or geographical areas covered by and/or discussed in the content of the record.	
Purpose	<p>This element enables searches to be conducted on records covering nominated locations, regions or geographical areas and facilitates management of records dealing with the same locations, regions or geographical areas.</p> <p>It may provide valuable information about the content of the record that is additional to that provided by elements M32 TITLE, M37 SUBJECT, M40 DESCRIPTION and M50 FUNCTION.</p>	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	Yes	
Default Value	A default value may be specified by the agency.	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>Will often be indicated by the standard place name of the location being referred to.</p> <p>Some agencies use mechanisms such as digraphs, trigraphs or tetragraphs to refer to regions and locations, and these indicators are also acceptable.</p>	
Related Elements	M32 Title M37 Subject M40 Description M50 Function	

M49 PERIOD NAME

XML Element Name	naa:PeriodName	
Definition	The time period covered by and/or discussed in the content of the record.	
Purpose	<p>This element enables searches to be conducted on records covering nominated time periods or date ranges and facilitates management of records dealing with the same time periods or date ranges.</p> <p>It may provide valuable information about the content of the record that is additional to that provided by elements M32 TITLE, M37 SUBJECT, M40 DESCRIPTION and M50 FUNCTION.</p>	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	Yes	
Default Value	A default value may be specified by the agency.	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	Both standard period names (e.g. 'Victorian') and standard dates/date ranges (as described in section 14) should be used.	
Related Elements	M32 Title M37 Subject M40 Description M50 Function	

M50 FUNCTION

Container	
XML Element Name	naa:Function
Definition	The general or agency-specific business function(s) and activities which are documented by the record.
Purpose	This group of elements documents the relationship between records and the functions/activities they represent. It acts as a resource discovery access point at a finer level of detail than that provided by the element M32 TITLE .
Obligation	Conditional (must be present if the value of M33 Scheme Type is 'Functional')
Repeatable	Yes
NAA Metadata	Yes
Contains	M51 Function Descriptor (M) M52 Activity Descriptor (M) M53 Third Level Descriptor (M)
Comments	<p>Documentation, through recordkeeping, of activities and transactions pertaining to the agency's core business functions will help to maintain agency accountability for its actions.</p> <p>Use of this element will facilitate users' searching capability at individual descriptor level, rather than just by the title as a whole.</p> <p>Users should be able to search for records both by individual descriptors and by combining descriptors from the different levels.</p> <p>The information recorded under element M93 MANDATE applies to the function(s) or function/activity pairs that describe the record. Agencies may choose to link the functions and activities documented under subelements M51 ACTIVITY DESCRIPTOR and M52 DATE to their specific mandates, as recorded in element M93 MANDATE.</p>
Related Elements	M93 Mandate M155 Document Function

M51 FUNCTION DESCRIPTOR

XML Element Name	naa:FunctionDescriptor	
Definition	The particular business function(s) documented by the record.	
Purpose	This element relates the record to the highest level of business activity it documents and enables discovery of records related to a specific government business function. It ensures visibility and accountability of recordkeeping in a particular functional area and it provides a means of measuring how well an agency is meeting its high-level recordkeeping requirements.	
Obligation	Conditional (must be present in all M50 FUNCTION elements).	
Repeatable	Yes	
NAA Metadata	Yes	
Default Value	-	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	-	

M52 ACTIVITY DESCRIPTOR

XML Element Name	naa:ActivityDescriptor	
Definition	The particular business activity or activities documented by the record.	
Purpose	This element relates the record to the specific activities under a business function that it documents and enables discovery of records related to specific government function/activity combinations. It ensures visibility and accountability of recordkeeping in a particular activity under a specific functional area and provides a means of measuring how well an agency is meeting recordkeeping requirements pertaining to particular function/activity combinations.	
Obligation	Conditional (must be present in all M50 FUNCTION elements).	
Repeatable	Yes	
NAA Metadata	Yes	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	–	

M53 THIRD LEVEL DESCRIPTOR

XML Element Name	naa:ThirdLevelDescriptor	
Definition	A narrower activity descriptor that captures the actions or specific topics documented by the record.	
Purpose	This element provides specific information about the transaction documented by the content of the record and enables discovery of records which relate to specific government function/activity combinations, and which also document individual actions or transactions (it is useful as a further point of discovery because many users find it more natural to search for records by topic than by function or activity). It helps document accountability for individual actions or transactions undertaken within particular functions/activities.	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	Yes	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	This element should not be used on its own. This descriptor is meant to enhance the functional description of the record, not to stand on its own as a series of subject keywords.	

M54 DATE

Container	
XML Element Name	naa:Date
Definition	The dates and times at which the fundamental recordkeeping actions of creation, transaction and registration occur.
Purpose	<p>This group of elements provides system validation of the acts of creation, transaction and registration. It acts in combination with other metadata elements added at creation, transaction and registration, to provide evidence of the record's authenticity.</p> <p>It can be used to restrict or facilitate access to records based on their dates of creation, transaction or registration. These dates are 'defining' dates in the life of records, and are essential for the proper and accountable management of records.</p>
Obligation	Mandatory
Repeatable	No
NAA Metadata	Yes
Contains	M55 Date/Time Created (M) M56 Date/Time Transacted (M) M57 Date/Time Registered (M)
Comments	<p>Instances of the M12 AGENT element may give more information about the organisation, corporate unit, or individual responsible for each of the three actions to be recorded (e.g. the Registrar performs the registration).</p> <p>The dates included in this element are fundamental to the description of a record. All other dates which pertain to the management, use and preservation of records are covered under elements M66 MANAGEMENT HISTORY, M71 USE HISTORY and M76 PRESERVATION HISTORY.</p> <p>Note: The DTD contains two Date elements 'naa:Date' and 'vers:Date'. The difference between the two elements is that vers:Date has an additional conditional subelement M144 Date/Time Closed and is used within File VEOs.</p>
Related Elements	M12 Agent M65 Record Identifier M66 Management History M71 Use History M76 Preservation History M99 VEO Identifier

M55 DATE/TIME CREATED

XML Element Name	naa:DateTimeCreated	
Definition	The date and time at which a record is sent, received, or otherwise created, by a corporate entity, such as an agency, in the course of its business.	
Purpose	<p>This element provides information on when the physical or logical entity which is/will be a record comes into being. It enables a search to be restricted to before, after or between particular dates of creation.</p> <p>Creation is a fundamental date in the life of a record. Creation date/time is a natural search point for users.</p>	
Obligation	Mandatory	
Repeatable	No	
NAA Metadata	Yes	
Default Value	The system date/time at the time of creation.	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Must be 'ISO 8061' if present.
Comments	<p>It is important to distinguish between the Date/Time Transacted, Created, and Registered. The Date/Time Transacted is when the event occurred. The Date/Time Created is when the record was created of the event, and the Date/Time Registered is when the record was registered into a recordkeeping system. For example, the Transacted time of a meeting is when the meeting was held, the Created time is when the minutes were written, and Registered time is when the minutes were entered into the recordkeeping system.</p> <p>The time should be specified to (at least) the minute.</p> <p>This element shall be used in conjunction with element M12 AGENT, subelement M13 Agent Type, Assigned Value 'Record Creator', with element M65 RECORD IDENTIFIER and with element M99 VEO IDENTIFIER.</p> <p>In many cases the date and time of creation may be identical to the date and time of transaction (see subelement M56 DATE/TIME TRANSACTED) or registration (see subelement M57 DATE/TIME REGISTERED).</p> <p>In many cases the date and time of creation may be identical to the date and time of the VERS record creation given in M8 OBJECT CREATION DATE.</p> <p>A date/time must be expressed in the format defined in section 14 (but cannot be a date range).</p>	
Related Elements	M8 Object Creation Date M12 Agent M65 Record Identifier M99 VEO Identifier	

M56 DATE/TIME TRANSACTED

XML Element Name	naa:DateTimeTransacted	
Definition	<p>The date and time at which the action or transaction documented by the record takes place.</p> <p>The date and time at which the action or transaction that results in the creation of a record takes place.</p>	
Purpose	<p>This element provides information about the date and time of an action or transaction, as distinct from information about the date and time of record creation.</p> <p>The date and time of the action or transaction which results in, or which is documented by, the creation of a record is a fundamental piece of information about that record. Proof of the date and time of an action or transaction is often crucial as evidence in a court of law.</p>	
Obligation	Mandatory	
Repeatable	No	
NAA Metadata	Yes	
Default Value	The system date/time at which the action or transaction takes place.	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Must be 'ISO 8061' if present.
Comments	<p>It is important to distinguish between the Date/Time Transacted, Created, and Registered. The Date/Time Transacted is when the event occurred. The Date/Time Created is when the record was created of the event, and the Date/Time Registered is when the record was registered into a recordkeeping system. For example, the Transacted time of a meeting is when the meeting was held, the Created time is when the minutes were written, and Registered time is when the minutes were entered into the recordkeeping system.</p> <p>In some cases the action or transaction is documented by a record after the action/transaction has occurred – e.g. minutes of a meeting (an action/transaction) form a record of that meeting, but the record itself may not be created until some time (hours or days) afterwards.</p> <p>In other cases the record itself is the transaction, and the date and time of the action/transaction will be identical to the date and time of creation – e.g. the act of sending an email (an action/transaction) is often simultaneous with the act of record creation.</p> <p>The time should be specified to (at least) the minute.</p> <p>This element shall be used in conjunction with element M12 AGENT, subelement M13 Agent Type, Assigned Values 'Transactor' or 'Action Officer', with element M65 RECORD IDENTIFIER, and with element M99 VEO IDENTIFIER.</p> <p>A date/time must be expressed in the format defined in Section 14 (but cannot be a date range).</p>	
Related Elements	M12 Agent M65 Record Identifier M99 VEO Identifier	

M57 DATE/TIME REGISTERED

XML Element Name	naa:DateTimeRegistered	
Definition	The date and time at which the record is captured into the recordkeeping system.	
Purpose	<p>This element documents the date and time that the record came under the management and control of a formal recordkeeping system. It acts as a search point for records management purposes.</p> <p>The date and time a record comes under formal records management control can be crucial in proving the authenticity and integrity of that record.</p>	
Obligation	Mandatory	
Repeatable	No	
NAA Metadata	Yes	
Default Value	The system date/time at the time the record is registered into the recordkeeping system. The registration date and time must be obtained from a source that cannot be modified by the creator.	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Must be 'ISO 8061' if present.
Comments	<p>It is important to distinguish between the Date/Time Transacted, Created, and Registered. The Date/Time Transacted is when the event occurred. The Date/Time Created is when the record was created of the event, and the Date/Time Registered is when the record was registered into a recordkeeping system. For example, the Transacted time of a meeting is when the meeting was held, the Created time is when the minutes were written, and Registered time is when the minutes were entered into the recordkeeping system.</p> <p>In many cases the date and time of registration may be identical to the date and time of creation (see subelement M55 DATE/TIME CREATED). Whether or not creation and registration are simultaneous will depend on recordkeeping system design and implementation.</p> <p>The time should be specified to (at least) the minute.</p> <p>This element shall be used in conjunction with element M12 AGENT, subelement M13 Agent Type, Assigned Values 'Registrar', 'Records Manager' or 'Action Officer', with element M65 RECORD IDENTIFIER, and with element M99 VEO IDENTIFIER.</p> <p>A date/time must be expressed in the format defined in section 14 (but cannot be a date range).</p>	
Related Elements	M12 Agent M65 Record Identifier M99 VEO Identifier	

M58 TYPE

XML Element Name	naa:Type	
Definition	The recognised form a record takes, which governs its internal structure and relates to its transactional purpose or to the action or activity it documents.	
Purpose	This element provides additional information about the purpose and context of the record. It may assist users in interpreting information in the record by identifying its internal structure.	
Obligation	Optional	
Repeatable	No	
NAA Metadata	Yes	
Assigned Values	Value Name	Definition
	Agenda	–
	Guideline	–
	Instruction	–
	Letter	–
	Message	–
	Minute	–
	Memorandum	–
	Presentation	–
	Procedure	–
	Report	–
	[other]	Other agency-defined value.
Default Value	Agency-defined and set.	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>Agencies may add other Assigned Values to meet their particular business requirements.</p> <p>Record types are often represented by templates in use within an agency. Such templates could be linked to the system and, when called up by an agent, used as triggers which enable the element to be system-assigned.</p>	

M59 AGGREGATION LEVEL

XML Element Name	naa:AggregationLevel	
Definition	The level at which the record(s) is/are being described and controlled. The level of aggregation of the unit of description.	
Purpose	This element controls the management actions that may be taken on the record(s). It allows searches to be restricted to records at a particular level of aggregation.	
Obligation	Mandatory	
Repeatable	No	
NAA Metadata	Yes	
Default Value	Item	
Assigned Values	Value Name	Definition
	Item	This value must be used for all Record VEOs or Modified VEOs that contain Record VEOs. Note that all Record VEOs may be made up of one or more Documents. In VERS this value is the same as the value 'Record' used in M6 OBJECT TYPE. A single Document, such as a report, a minute or an email message.
	File	This value must be used for all File VEOs or Modified VEOs that contain File VEOs. A group of logically associated Documents, which may or may not be physically co-located. The logical association may be based on function/activity, subject or some other criterion.
Comments	<p>Note: the assigned value Series has been removed from this description as it is NOT RECOMMENDED for use in a VEO.</p> <p>This element acts as a 'switch'. Appropriate management and control of records is enabled according to their level of aggregation. The aggregation level also dictates the types of metadata to be assigned to the record(s). The Applicability field included under each metadata element description indicates the level(s) of aggregation to which that element may be applied.</p> <p>If the value is 'File' then M6 OBJECT TYPE will also be 'File'.</p> <p>If the value is 'Item' then M6 OBJECT TYPE will be 'Record'.</p>	
Related Elements	M6 Object Type M9 Object Content	

M60 FORMAT (DEPRECATED)

Container	
XML Element Name	naa:Format
Definition	The logical form (media and data format) and physical form (medium and extent) of the record.
Purpose	This group of elements serves as a management tool for the control, storage and preservation of records over time. It provides information, or pointers to information, on the technology required for access to the various kinds of electronic records held by an agency. It also acts as a resource discovery access point for recordkeeping professionals and other users.
Obligation	Optional
Repeatable	No
NAA Metadata	Yes
Contains	M61 Media Format (M) M62 Data Format (M) M63 Medium (M) M64 Extent (M)
Comments	<p>This element is deprecated for use in a VEO as the objective of VERS is to establish a permanent long-term format for all VEOs. It has been retained in order to maintain compatibility with NAA recordkeeping metadata and may be used by agencies if required.</p> <p>This element is intended to provide information on which preservation strategies will be based. Therefore, only minimal details about format and medium need to be kept for records of short-term temporary value. Such records are unlikely to ever require any kind of preservation action.</p> <p>If used, information in this element needs to be updated whenever a record is migrated from one format to another or moved to a new medium.</p> <p>It is recommended that this element be used in conjunction with element M76 PRESERVATION HISTORY. Selection of many of the Assigned Values under subelement M79 Action Type should result in new details being written to this element (see the conditions under each FORMAT subelement for specific information). The old details should be moved to element M76 PRESERVATION HISTORY, subelement M80 Action Description.</p> <p>The subelements are dynamic fields and shall always reflect the record's current status with regard to format and medium.</p>
Related Elements	M76 Preservation History

M61 MEDIA FORMAT (DEPRECATED)

XML Element Name	naa:MediaFormat	
Definition	The generic format of the information comprising the record.	
Purpose	This element provides general information about the format of the record. It enables searching on all records of a particular generic format and facilitates preservation and storage management. This element also provides a general indication of the kind of preservation action the record will require for preservation management purposes and can enable movement of records from one medium or location to another based on their generic format, so records of like format can be stored together.	
Obligation	Conditional (must be present in all M60 FORMAT elements).	
Repeatable	No	
NAA Metadata	Yes	
Assigned Values	Value Name	Definition
	Audio	Sound only.
	Compound	A resource comprising one or more other resources, which are linked together in some way to form a single object (e.g. HTML documents with embedded graphics or video clips, or email messages with word-processed documents attached). The Media and Data Formats of the individual resources comprising the object may be the same or different. If the Data Formats of the resources comprising the object are the same, then the Assigned Value can also include the generic Media Format (e.g. if the object comprises several linked SGML documents, the Assigned Value could be 'Compound (Text)').
	Image	A static graphical representation of an object (including a textual object).
	Text	A textual document.
	Video	Moving images or pictures.
	[other]	Other agency-defined value.
Default Value	Compound	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>This element is deprecated for use in a VEO. It has been retained in order to maintain compatibility with NAA recordkeeping metadata and may be used by agencies if required. If the element is used then 'Compound' shall be used as the default value for this element.</p> <p>This element shall be used in conjunction with subelement M62 Data Format to determine precise requirements for rendering the record, or to determine specific preservation strategies.</p> <p>Further assigned values for Media Formats may be added over time as formats evolve.</p>	
Related Elements	M62 Data Format	

M62 DATA FORMAT (DEPRECATED)

XML Element Name	naa:DataFormat	
Definition	<p>The logical format of the data that comprises the record.</p> <p>The (often proprietary) file format of the record, usually denoted by the record's file extension.</p>	
Purpose	<p>This element provides specific information on which decisions about the storage, preservation and rendering of records can be made. It enables searching on records of a particular data format for management or resource discovery purposes and facilitates preservation and storage management. It also enables movement of records from one medium or location to another based on their particular data format, so that records of the same data format can be managed together, migrated at the same time etc.</p>	
Obligation	Conditional (must be present in all M60 FORMAT elements).	
Repeatable	No	
NAA Metadata	Yes	
Assigned Values	Value Name	Definition
	ASCII text	Plain text (non-proprietary).
	Audio Visual Interleave (AVI)	Microsoft proprietary audiovisual file format.
	Hypertext Markup Language (HTML)	A format for marking up and linking text.
	Joint Photographic Experts Group (JPEG)	A graphics format.
	Multipurpose Internet Mail Extensions (MIME)	A compound format that enables the embedding of documents of various data formats into an email message.
	Portable Document Format (PDF)	Adobe image format, often used for imaging text.
	Real Audio (RA)	An audio format.
	Extensible Markup Language (XML)	A format which describes document structure.
	[other]	Other agency-defined value.
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>This element is deprecated for use in a VEO. It has been retained in order to maintain compatibility with NAA recordkeeping metadata and may be used by agencies if required.</p> <p>This subelement has many possible values. The above assigned values are only meant to provide representative samples.</p> <p>Agencies may choose to include version information as part of their Assigned Values for this subelement.</p>	
Related Elements	M61 Media Format	

M63 MEDIUM (DEPRECATED)

XML Element Name	naa:Medium	
Definition	The physical 'carrier' on which a record is stored, including, if required, the physical size and/or capacity of the carrier to hold or store information.	
Purpose	<p>This element keeps track of how and where a record is stored and provides information about the capacity or physical size limitations of a storage medium. It enables forward planning for preservation actions such as the refreshing of records from one medium to another and facilitates the development of effective strategies for the continued storage and preservation of records. It enables the informed selection of a storage medium for large or small numbers of records, records with large file sizes, or records which are frequently accessed.</p> <p>Well-managed storage and preservation operations facilitate the efficient location and retrieval of records and ensure continued access to valuable records over time.</p>	
Obligation	Conditional (must be present in all M60 FORMAT elements).	
Repeatable	No	
NAA Metadata	Yes	
Assigned Values	Value Name	Definition
	CD-R	Recordable Compact Disc – an optical storage medium that can be written to once only.
	DAT	Digital Audio Tape – a digital magnetic tape medium with up to 24 gigabytes of storage capacity.
	DVD	Digital Versatile Disk – a CD-ROM format with a maximum 17 gigabytes of storage capacity, intended to have full read/write capabilities.
	Floppy disk	A removable magnetic computer disk, with limited storage capacity (generally 1.44 megabytes).
	Hard disk	A fixed computer disk with several gigabytes of storage capacity.
	JAZ drive	A removable disk drive with up to 1 gigabyte of storage capacity.
	Microfilm	A film in roll form (16 or 35 mm in width) which is used for storing reduced-size images of text and graphics.
	Paper	–
	Videotape	Magnetic tape for storing moving pictures and sound.
	WORM	Write Once Read Many – an optical disk drive with up to 1 terabyte of storage capacity that, once written to, becomes read-only.
	ZIP drive	A removable, portable disk drive with 100 megabytes of storage capacity.
	[other]	Other agency-defined value.
Default Value	A default value shall be able to be set by an agency that reflects its own records storage policy.	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.

Comments	<p>This element is deprecated for use in a VEO. It has been retained in order to maintain compatibility with NAA recordkeeping metadata and may be used by agencies if required.</p> <p>It is recommended that this subelement be used in conjunction with element M76 PRESERVATION HISTORY, subelement M79 Action Type, Assigned Values 'Backed Up', 'Medium Refreshed', 'Microfilmed', 'Migrated (Platform)' or 'Moved Offline'.</p> <p>The use of any of the above listed Action Types should result in the old Medium details being copied to subelement M80 Action Description and the new details being written to this subelement.</p> <p>Further assigned values for Medium may be added to meet agency requirements, both now and over time as new storage media and new storage media formats emerge.</p>
Related Elements	M76 Preservation History

M64 EXTENT (DEPRECATED)

XML Element Name	naa:Extent	
Definition	The physical size and/or capacity of the record.	
Purpose	This element provides information about the size of the record and the amount of storage space (either physical or electronic) that it requires and enables the informed selection of a storage medium for large or small numbers of records, records with large file sizes, or records that are frequently accessed.	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	Yes	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>This element is deprecated for use in a VEO. It has been retained in order to maintain compatibility with NAA recordkeeping metadata.</p> <p>If used, this subelement should be linked to subelement M62 Data Format and updated as necessary whenever records are migrated to new formats. The old values for this subelement should be copied, along with the old Data Format values, to element M76 PRESERVATION HISTORY, subelement M80 Action Description.</p>	
Related Elements	M62 Data Format M76 Preservation History	

M65 RECORD IDENTIFIER (DEPRECATED)

XML Element Name	naa:RecordIdentifier
Definition	A unique identifier for the record(s).
Purpose	This element enables unique identification of the record(s) in the current domain regardless of the level of aggregation. It acts as an access point to more information about the record(s). The identifier is an essential element which not only uniquely identifies the record(s), but also provides the 'key' to all other (currently) accessible information about the record(s).
Obligation	Optional
Repeatable	No
NAA Metadata	Yes
Default Value	The value of the M99 VEO IDENTIFIER element.
Comments	This element is deprecated; use M99 VEO Identifier instead. If present the contents of this element must contain a duplicate of the M99 VEO IDENTIFIER element.
Related Elements	M54 Date M66 Management History M71 Use History M76 Preservation History M99 VEO Identifier

M66 MANAGEMENT HISTORY

Container	
XML Element Name	naa:ManagementHistory
Definition	The dates and descriptions of all records management actions performed on a record from its registration into a recordkeeping system until its disposal.
Purpose	This element acts as a cumulative control record of all movements and management actions that are carried out on a single record over time. It provides a historical log of the records management and control actions performed on a record.
Obligation	Mandatory
Repeatable	No
NAA Metadata	Yes
Contains	M67 Management Event (C)
Comments	An additional non-NAA subcontainer M67 Management Event has been added to this element to allow for the better XML implementation of the NAA recordkeeping metadata within VERS. This adds an additional level to the two-level structure of the NAA recordkeeping metadata.

M67 MANAGEMENT EVENT

Container	
XML Element Name	vers:ManagementEvent
Definition	A management event in the life of the record. The management history of a record is made up of a sequence of Management Events, each of which contains an Event Date/Time, an Event Type, and an Event Description.
Purpose	This element provides a container for the description of a single event.
Obligation	Mandatory
Repeatable	Yes
NAA Metadata	No
Contains	M68 Event Date/Time M69 Event Type M70 Event Description
Comments	This container has been added to allow for the better XML implementation of the NAA recordkeeping metadata within VERS. This adds an additional level to the two-level structure of the NAA recordkeeping metadata. This element should be used each time a records management action is performed on a record.
Related Elements	M12 Agent M65 Record Identifier M99 VEO Identifier

M68 EVENT DATE/TIME

XML Element Name	naa:EventDateTime	
Definition	The date and time at which a defined management event occurs.	
Purpose	This element provides system validation of management actions carried out on records. It may act to restrict or facilitate access to records based on dates pertaining to particular management actions.	
Obligation	Mandatory	
Repeatable	No	
NAA Metadata	Yes	
Default Value	The system date/time at the time the event occurs. The date and time should be obtained from a source that cannot be modified by the agent carrying out the action.	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Must be 'ISO 8061' if present.
Comments	A date/time must be expressed in the format defined in Section 14 (but cannot be a date range).	

M69 EVENT TYPE

XML Element Name	naa:EventType	
Definition	An event which relates to the management or control of a record to provide a finite (but extensible) set of defined management events which can be used to describe the management of the record over time.	
Purpose	This element provides a finite (but extensible) set of defined management events which can be used to describe the management of the record over time.	
Obligation	Mandatory	
Repeatable	No	
NAA Metadata	Yes	
Assigned Values	Value Name	Definition
	Access Examined	Record examined to identify any exempt material it may contain (not generally carried out by an agency).
	Appraised	Record examined to assess value, and to determine where and for how long it should be kept.
	Audited	Record scrutinised by an authorised internal or external auditor to check agency compliance with various recordkeeping mandates, such as legislation and standards.
	Caveat Changed	Caveat is changed, added to, or removed from a record. Use of this value shall result in subelement M26 Caveat being updated.
	Classification Up/Downgraded	Classification of a record is upgraded or downgraded (including declassification). Use of this value shall result in subelement M25 Security Classification being updated.
	Codeword Changed	Codeword is changed, added to, or removed from a record. Use of this value shall result in subelement M27 Codeword being updated.
	Custody Transferred	Record is placed under management by another organisation and transferred to a new storage location. Use of this value shall result in the subelements under element M83 LOCATION (if used) being updated.
	Declassified	Classification of a record is removed (i.e. the record becomes 'unclassified').
	Destroyed	Record is deleted from the system (but some of the record's metadata may be retained).
	Distributed	Refers to copies of a single record being distributed (sent) to multiple recipients, using the mechanism of formal distribution lists.
	Document Authored	The content of a document which is a record, or which is part of a record, is written/compiled by the Agent Type 'Document Author'. As a record can be comprised of more than one document, this Assigned Value is repeatable for any given record.
	Folder Modified	The folder description has been modified in some way. Information about who modified the description, how it was modified, and why must be recorded in M70 EVENT DESCRIPTION .
	Folder Closed	All activities and transactions documented by a particular folder have ceased, and no further items are to be associated with that file.
	File Closed	DEPRECATED in VERS. Use 'Folder Closed'. Retained for compatibility with NAA metadata.

Location Changed	Record is moved to another location/office (either local or remote) within the agency. Different from 'Custody Transferred', in that the agency retains management control of the record. Use of this value shall result in the subelements under element M83 LOCATION (if used) being updated.	
Published	Record is formally published – e.g. on the agency's Web site. If subelement M29 Access Status is used, this action should only occur if the Access Status is set to 'May be Published'.	
Reclassified	The record or folder has been reclassified. Information about who performed the reclassification must be recorded in M70 EVENT DESCRIPTION .	
Record Modified	The record has been modified in some way. Information about who modified the record, how it was modified, and why it must be recorded in M70 EVENT DESCRIPTION .	
Related	Record is related in some way to another record or to an information resource (this event will be triggered each time element M42 RELATION is used).	
Released under FOI	Record is released to an individual or party as the result of a request under FOI.	
Released with Limitations	Record is released to a limited (agency-defined) audience only; or only limited parts, sections or contents of records are released.	
RI Changed	Releasability Indicator is changed, added to, or removed from a record. Use of this value shall result in subelement M28 Releasability Indicator being updated.	
Sentenced	Application of the relevant disposal action to a record identified as belonging to a particular Disposal Class. Use of this value shall result in subelement M90 Sentence being updated, and the date in subelement M91 Disposal Action Due being calculated.	
Sentence Changed	The disposal action for a record is changed because the disposal authority changes, the record is identified as belonging to a different Disposal Class, or the record becomes the subject of a discovery order or disposal freeze. Use of this value shall result in subelement M90 Sentence being updated, and the date in subelement M91 Disposal Action Due being recalculated.	
Top Numbered	The previous control number of a record is cancelled and a new one assigned, in order to incorporate an older record into a current recordkeeping system. Use of this value shall result in another identifier being assigned to the record under element M65 RECORD IDENTIFIER .	
[other]	Other agency-defined value [this option is not in the NAA metadata standard and was added in the VERS standard]	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.

Comments	<p>The following events are <i>not</i> to be used as Assigned Values in this element:</p> <p>‘File Opened’ – this equates to Record Creation (i.e. the creation of a record whose unit of description is a file) and is covered by element M54 DATE, subelement M55 Date/Time Created.</p> <p>‘Received’ (an item from an external entity is received) – this equates to Record Creation and Registration (i.e. for the purposes of the agency, the record is not created until it is received/registered into the recordkeeping system) and is covered by element M54 DATE, subelements M55 Date/Time Created and M57 Date/Time Registered.</p> <p>‘Sent’ (a copy of a record is forwarded to an external entity) – not necessary, because the ‘sending’ of a record results in the creation of another record.</p> <p>Each time a particular event occurs, it will change the current values displayed in one or more other subelements (the specific details of this are listed as part of the description for each event and cross-referenced to the relevant elements/subelements). Details of the old values shall be entered under subelement M70 Event Description.</p>
Related Elements	<p>M24 Rights Management M42 Relation M54 Date M65 Record Identifier M83 Location M88 Disposal</p>

M70 EVENT DESCRIPTION

XML Element Name	naa:EventDescription					
Definition	The specific details of the event, including information about the original status, the changes made to it, the reasons for the changes, and authorisation for the changes.					
Purpose	This element ensures the visibility and auditability of agency records management decisions and actions. It ensures accountability for agency recordkeeping.					
Obligation	Mandatory					
Repeatable	No					
NAA Metadata	Yes					
Default Value	–					
Attributes	<table border="1"> <thead> <tr> <th data-bbox="469 1456 719 1507">Attribute Name/Type</th> <th data-bbox="735 1456 1402 1507">Definition</th> </tr> </thead> <tbody> <tr> <td data-bbox="469 1514 719 1630">vers:scheme CDATA</td> <td data-bbox="735 1514 1402 1630">(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.</td> </tr> </tbody> </table>	Attribute Name/Type	Definition	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.	
Attribute Name/Type	Definition					
vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.					
Comments	<p>The old value of the particular record status being changed by the event shall be recorded in this subelement.</p> <p>It is strongly recommended that this information be structured in some way, rather than being entered as free text. Use of templates will enable the information to be entered in a structured way, as well as allowing certain pieces of information to be automatically generated by the system rather than manually entered by the agent – e.g. required information about the agent could be automatically assigned to the template.</p>					

M71 USE HISTORY

Container	
XML Element Name	naa:UseHistory
Definition	The dates and descriptions of both legal and illegal attempts to access and use a record, from the time of its registration into a recordkeeping system until its disposal.
Purpose	This element acts as a cumulative audit trail of all significant (agency-defined) accesses to and uses made of the record over time. It provides contextual information about the ways in which the record is or was used and a mechanism by which recordkeeping system security can be monitored.
Obligation	Optional
Repeatable	No
NAA Metadata	Yes
Contains	M72 Use (C)
Comments	<p>An additional non-NAA subcontainer M72 Use has been added to this element to allow for the better XML implementation of the NAA recordkeeping metadata within VERS. This adds an additional level to the two-level structure of the NAA recordkeeping metadata.</p> <p>All agencies have a responsibility to ensure that their records are adequately protected from unauthorised or illegal access and use. This element provides, in conjunction with other physical, personnel and system access controls, a means of ensuring ongoing record and recordkeeping system security.</p> <p>If used, only recordkeeping, systems administration and auditing staff should have full access to this element. Other staff, including action officers, should be given limited (viewing and searching) access to this element.</p> <p>As an 'audit trail', this element may form a record in its own right. The level of auditing and retention periods for the resulting logs is left up to individual agencies. Agencies shall make decisions regarding these matters according to their business requirements and based on an assessment of the risks, costs and benefits involved in keeping or not keeping detailed logs for long periods of time.</p>

M72 USE

Container	
XML Element Name	vers:Use
Definition	A usage event in the life of the record. The use history of a record is made up of a sequence of Use Events, each of which contains a Use Date/Time, a Use Type, and a Use Description.
Purpose	This element provides a container for the description of a single event.
Obligation	Conditional (must be present if M71 USE HISTORY is present)
Repeatable	Yes
NAA Metadata	No
Contains	M73 Use Date/Time (M) M74 Use Type (M) M75 Use Description (M)
Comments	Note: This subcontainer has been added to allow for the better XML implementation of the NAA recordkeeping metadata within VERS. This adds an additional level to the two-level structure of the NAA recordkeeping metadata. Use each time the record is used or accessed in a way an agency has defined (and documented) as 'significant'.
Related Elements	M65 Record Identifier M99 VEO Identifier

M73 USE DATE/TIME

XML Element Name	naa:UseDateTime	
Definition	The date and time at which a defined use of, or access to, a record occurs.	
Purpose	This element provides a timestamp when records are accessed and used. The dates and times at which a record was accessed or used may be essential information in a case of illegal access or record tampering.	
Obligation	Conditional (must be present in all M72 USE elements)	
Repeatable	No	
NAA Metadata	Yes	
Default Value	The system shall assign the date/time of the event when the corresponding event described under subelement M74 Use Type takes place – i.e. the event itself is the trigger for the date/time to be generated by the system. The use date and time must be obtained from a source that cannot be modified by the agent using the record.	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Must be 'ISO 8061' if present.
Comments	A date/time must be expressed in the format defined in section 14 but cannot be a date range).	

M74 USE TYPE

XML Element Name	naa:UseType	
Definition	An event that relates to access to, or use made of, a record.	
Purpose	This element provides a finite (but extensible) set of defined access and use events which can be used to describe and audit the use of the record over time.	
Obligation	Conditional (must be present in all M72 USE elements).	
Repeatable	No	
NAA Metadata	Yes	
Assigned Values	Value Name	Definition
	Listed	Information (metadata) about this record was listed in a search result sent to a user.
	Metadata Accessed	The metadata associated with the record was sent to the user, but not the content.
	Content Accessed	The content associated with this record was sent to the user.
	Illegally Accessed	An unsuccessful attempt to move, modify or delete a record without assigned system authority or other form of authorisation.
	Booked	<p>This value should not be generated by a VERS recordkeeping system, as VEOs cannot be modified.</p> <p>A copy made of the record through official recordkeeping system mechanisms is provided to a user so that s/he can work on it. Other users can view the record in the recordkeeping system but cannot copy it until the original user returns the 'booked' copy to the recordkeeping system. Use of this value may result in subelement M84 Current Location being updated.</p>
	Copied	<p>Use Metadata Accessed or Content Accessed. This value would not normally be generated by a VERS recordkeeping system, as an electronic system cannot, in general, detect the difference between copying, downloading, screen dumping or viewing.</p> <p>Some or all of the content of a record is selected and pasted to another document.</p>
	Downloaded	<p>Use Metadata Accessed or Content Accessed. This value would not normally be generated by a VERS recordkeeping system, as an electronic system cannot, in general, detect the difference between copying, downloading, screen dumping or viewing.</p> <p>Transfer of a copy of all or part of a record from the recordkeeping system to a user's network drive, local hard drive or a peripheral device such as a floppy disk drive.</p>
	Screen Dumped	<p>Use Metadata Accessed or Content Accessed. This value would not normally be generated by a VERS recordkeeping system, as an electronic system cannot, in general, detect the difference between copying, downloading, screen dumping or viewing.</p> <p>A printout is taken of the current screen's contents.</p>

	Viewed	Use Metadata Accessed or Content Accessed. This value would not normally be generated by a VERS recordkeeping system, as an electronic system cannot, in general, detect the difference between copying, downloading, screen dumping or viewing. The record is opened but no other action is performed.
	Security Breached	A successful attempt by a user to access a classified or sensitive record that s/he is not cleared to see.
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	The extent to which an agency implements the auditing of these and other events is a risk-based business decision – e.g. an agency may choose to implement limited or no auditing of the action ‘Listed’ because it is such a frequent event, or because the agency’s records are not classified or sensitive in any way.	

M75 USE DESCRIPTION

XML Element Name	naa:UseDescription	
Definition	Details of the event, such as information about where the record was accessed from and who accessed it.	
Purpose	This element enables auditing of accesses to, and uses made of, agency records and ensures accountability for agency recordkeeping.	
Obligation	Optional	
Repeatable	No	
NAA Metadata	Yes	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Must be ‘ISO 8061’ if present.
Comments	This element is optional, unlike its counterparts M70 Event Description and M80 Action Description .	

M76 PRESERVATION HISTORY

Container	
XML Element Name	naa:PreservationHistory
Definition	The dates and descriptions of all actions performed on a record after its registration into a recordkeeping system which ensure that the record remains readable (renderable) and accessible for as long as it has value to the agency or department, and to the community at large.
Purpose	This collection of elements acts as a tool for preservation management and provides a history of all preservation actions carried out on a single record over time. It provides evidence that an agency took all due care to keep its records of value both readable and accessible.
Obligation	Optional
Repeatable	No
NAA Metadata	Yes
Contains	M77 Action (C) M81 Next Action (M) M82 Next Action Due (M)
Comments	<p>An additional non-NAA subcontainer M77 Action has been added to this element to allow for the better XML implementation of the NAA recordkeeping metadata within VERS. This adds an additional level to the two-level structure of the NAA recordkeeping metadata.</p> <p>This element should only be used to record significant preservation events, not day-to-day activity.</p>

M77 ACTION

Container	
XML Element Name	vers:Action
Definition	A preservation event in the life of the record. The preservation history of a record is made up of a sequence of Preservation Events, each of which contains an Event Date/Time, an Event Type, and an Event Description.
Purpose	This element provides a container for the description of a single event.
Obligation	Conditional (must be present if a M76 PRESERVATION HISTORY element is present).
Repeatable	Yes
NAA Metadata	No
Contains	M78 Action Date/Time (M) M79 Action Type (M) M80 Action Description (M)
Comments	<p>If used, this element should be used in conjunction with element M60 FORMAT, which provides information on which preservation strategies should be based. It may also be used in conjunction with element M83 LOCATION, if that element is used.</p> <p>Use each time a preservation action is performed on a record – e.g. add information to this element whenever a record is migrated from one format to another or moved to a new medium. The current details about the format and medium of the record shall always be recorded in element M60 FORMAT, subelements M62 Data Format, M63 Medium and M64 Extent.</p> <p>Some preservation actions that involve moving or copying from one medium to another may result in changes to details held in element M83 LOCATION.</p>
Related Elements	M12 Agent M60 Format M65 Record Identifier M83 Location M99 VEO Identifier

M78 ACTION DATE/TIME

XML Element Name	naa:ActionDateTime	
Definition	The date and time at which a defined preservation action on a record takes place.	
Purpose	This element provides system validation of preservation actions carried out on records. It acts to restrict or facilitate access to records based on dates pertaining to particular preservation actions.	
Obligation	Conditional (must be present in all M77 ACTION elements).	
Repeatable	No	
NAA Metadata	Yes	
Default Value	The action date and time should be obtained from a source that cannot be modified by the agent performing the preservation action.	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Must be 'ISO 8061' if present.
Comments	A date/time must be expressed in the format defined in section 14 (but cannot be a date range).	

M79 ACTION TYPE

XML Element Name	naa:ActionType	
Definition	A preservation action carried out on a record.	
Purpose	To provide a finite (but extensible) set of defined preservation actions which can be used to describe how the record was maintained in a readable and accessible state over time.	
Obligation	Conditional (must be present in all M77 ACTION elements).	
Repeatable	No	
NAA Metadata	Yes	
Assigned Values	Value Name	Definition
	Backed Up	<p>Producing backups of an operational system should be a regular and frequent occurrence and VERS does not suggest recording each time this is done in each record. This action type is most useful when documenting the production of off-site backups.</p> <p>A regular maintenance procedure that copies all records, or a subset of records, in the recordkeeping system to a backup storage medium, such as a tape drive or optical disk drive.</p> <p>Often seen purely as a data administration function, but it has applicability to ensuring continued accessibility to the record over time. Metadata will need to be stored with backups of records.</p> <p>Use of this value may result in subelement M63 Medium being updated. It may also result in subelement M86 Home Storage Details being updated.</p>
	Compressed	<p>Records are converted by a file compression utility to a special format that minimises the amount of storage space required. Use of this value should result in further information being added to subelements M128 File Encoding, M130 File Rendering, and, if used, M62 Data Format and M64 Extent.</p> <p>This value is included here because it can be important to know whether records have been compressed; particularly if the compression involves loss of information.</p>
	Imaged	<p>Records are converted from their native text/document format to a particular graphics format, resulting in the information being stored as a picture or image rather than as text. Use of this value should result in subelements M61 Media Format, M62 Data Format and M64 Extent being updated.</p>

Medium Refreshed	<p>Copying digital objects from one piece of media to another happens routinely in most computer systems (e.g. hierarchical storage management systems automatically move files from tape to disk depending on usage). VERS does not suggest recording each time this routine refreshing occurs. This action should only be recorded when the records are kept off-line in discrete media (e.g. tape or CD) and are refreshed to further discrete media.</p> <p>Records are periodically copied from one storage medium to another to ensure that deterioration of the medium itself does not affect or prevent access to the records. Use of this value should result in subelement M63 Medium being updated. It may also result in subelement M86 Home Storage Details being updated.</p>				
Microfilmed	<p>Photographic processes are used to produce reduced-size images of records on a high-resolution, fine-grain film stock. Can be utilised with both hard copy and electronic records. Use of this value should result in subelements M61 Media Format, M63 Medium and M64 Extent being updated.</p>				
Migrated (Platform)	<p>Records are moved from one hardware/operating system platform to another. Use of this value may result in subelements M62 Data Format, M63 Medium and most subelements under element M83 LOCATION being updated.</p>				
Migrated (Software)	<p>The data format of a record is updated to be compatible with (and readable by) a newer version of the same software, or is changed to be compatible with a different vendor's software – e.g. MS Word documents can be migrated from Word 6.0 to Word 97. Use of this value should result in subelement M62 Data Format being updated (and possibly M64 Extent).</p> <p>This action may be required because the agency has moved to a new hardware and software environment, or because the current format of the records is becoming obsolete and is no longer supported by current technology.</p>				
Moved Offline	<p>The record is first moved to some form of offline storage, such as a CD-R. Metadata about the record will also need to be stored with the record. Note that this normally encompasses a 'Medium Refreshed' event as well (i.e. the record is refreshed onto an offline storage).</p> <p>Use of this value should result in subelements M63 Medium, M84 Current Location and M86 Home Storage Details being updated.</p>				
[other]	Other agency-defined value.				
Default Value	–				
Attributes	<table border="1"> <thead> <tr> <th>Attribute Name/Type</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td>vers:scheme CDATA</td> <td>(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.</td> </tr> </tbody> </table>	Attribute Name/Type	Definition	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Attribute Name/Type	Definition				
vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.				

Comments	<p>Each time a particular action is carried out, it will change the current values displayed in one or more other subelements (refer to each event for specific details). Details of the old values shall be entered under subelement M80 Action Description.</p> <p>Each Assigned Value should have a specially designed template associated with it for use by agency staff when entering the details of the action under subelement M80 Action Description.</p>
Related Elements	M60 Format M83 Location

M80 ACTION DESCRIPTION

XML Element Name	naa:ActionDescription	
Definition	The specific details of the action, including information about the original status, the changes made to it, the reasons for the changes, and authorisation for the changes.	
Purpose	This element ensures the visibility and auditability of agency preservation management decisions and actions and ensures accountability for records readability and accessibility.	
Obligation	Conditional (must be present in all M77 ACTION elements).	
Repeatable	No	
NAA Metadata	Yes	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Must be 'ISO 8061' if present.
Comments	<p>The old value of the particular record status being changed by the event shall be recorded in this subelement. This may be the information relating to the old format, medium and extent, which shall be taken from element M60 FORMAT, subelements M62 Data Format, M63 Medium and (if used) M64 Extent, or it may be information relating to the location of the record, stored under element M83 LOCATION, subelements M84 Current Location or M86 Home Storage Details.</p> <p>It is strongly recommended that this information be structured in some way rather than being entered as free text. Use of templates will enable the information to be entered in a structured way, as well as allowing certain pieces of information to be automatically generated by the system rather than manually entered by the agent – e.g. required information about the agent could be automatically assigned to the template.</p>	
Related Elements	M60 Format M83 Location	

M81 NEXT ACTION

XML Element Name	naa:NextAction	
Definition	The next preservation review, check or action that the record needs to undergo.	
Purpose	This element acts as a tool for preservation planning and coordination. It enables searches on all records that next require a particular action.	
Obligation	Optional	
Repeatable	No	
NAA Metadata	Yes	
Assigned Values	Value Name	Definition
	Review Action	Next action on the record may need to be reviewed in the case of a change in agency policy or procedures, or in the event that the agency is changing to a new hardware and/or software environment.
	Check Condition	Physical check of a particular storage medium (or storage conditions), or a check to determine that records on a particular medium are still readable.
	Take No Further Action	No more action is required – e.g. because the record is due for destruction in the near term.
	Back Up	See definitions under subelement M79 .
	Compress	
	Image	
	Refresh Medium	
	Microfilm	
	Migrate Platform	
	Migrate Software	
	Move Offline	
	[other]	
Default Value	Any default would be determined and set by the agency.	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	Use in conjunction with subelement M82 Next Action Due .	
Related Elements	M82 Next Action Due	

M82 NEXT ACTION DUE

XML Element Name	naa:NextActionDue	
Definition	The date that the record is due for preservation action review or that the next preservation action is due.	
Purpose	This element acts as a tool for preservation planning and coordination. It enables searches on all actions due within a particular time period.	
Obligation	Optional	
Repeatable	No	
NAA Metadata	Yes	
Default Value	Any default (e.g. the date one year from the current date) would be determined and set by the agency.	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Must be 'ISO 8061' if present.
Comments	<p>Use in conjunction with subelement M81 Next Action.</p> <p>This subelement could be used to generate reminders at set (agency-defined) times before the action due date arrives.</p> <p>A date/time must be expressed in the format defined in section 14.</p>	
Related Elements	M81 Next Action	

M83 LOCATION (DEPRECATED)

Container	
XML Element Name	naa:Location
Definition	The current (physical or system) location of the record. Details about the location where the record usually resides, such as a registry or an electronic store.
Purpose	This element keeps track of records for which the agency is responsible and acts as a storage management tool. It enables ease of identification of the record's current location, and quick retrieval when required.
Obligation	Optional
Repeatable	No
NAA Metadata	Yes
Contains	M84 Current Location (M) M85 Home Location Details (M) M86 Home Storage Details (M) M87 RKS ID (M)
Comments	<p>This element is deprecated for use in a VEO. It has been retained in order to maintain compatibility with NAA recordkeeping metadata and may be used by agencies if required.</p> <p>The Location element is designed for recordkeeping systems where the record is kept separately from the metadata (e.g. managing paper records). The encapsulated nature of a VEO deliberately makes this situation impossible so that the metadata and the record cannot become separated from each other.</p> <p>If used, use in conjunction with element M66 MANAGEMENT HISTORY, subelement M69, Event Type. Each time the Event Types 'Custody Transferred' or 'Location Changed' are used, the subelement M84 Current Location shall be updated.</p> <p>May also be used in conjunction with element M76 PRESERVATION HISTORY, subelement M79 Action Type. Each time the Action Types 'Backed Up', 'Medium Refreshed', 'Migrated (Platform)' or 'Moved Offline' are used, the subelements M84 Current Location and/or M86 Storage Details may be updated.</p>
Related Elements	M66 Management History M71 Use History M76 Preservation History

M84 CURRENT LOCATION (DEPRECATED)

XML Element Name	naa:CurrentLocation	
Definition	<p>The current location of the record. In the case of electronic records:</p> <ul style="list-style-type: none"> the location to which records stored on an offline medium, such as CD-R, have been temporarily moved (e.g. records stored on a medium which requires refreshing, being moved from their usual storage location to a preservation action area); or the system location to which records have been moved (e.g. the movement of records from one recordkeeping system server/document store to another). 	
Purpose	This element keeps track of the current locations of electronic records. It enables searches for records by location and quick location and retrieval of records when required. It ensures the accountability and auditability of an agency's records.	
Obligation	Conditional (must be present in all M83 LOCATION elements).	
Repeatable	No	
NAA Metadata	Yes	
Assigned Values	Value Name	Definition
	Home	The home location of the record, as described in subelement M85 Home Location Details .
	[other]	Other agency-defined value.
Default Value	Home	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>This element is deprecated for use in a VEO. It has been retained in order to maintain compatibility with NAA recordkeeping metadata and may be used by agencies if required.</p> <p>The Location element and its subelements are designed for recordkeeping systems where the record is kept separately from the metadata. The encapsulated nature of a VEO deliberately makes this situation impossible so that the metadata and the record cannot become separated from each other.</p> <p>If used this subelement shall be used in conjunction with element M66 MANAGEMENT HISTORY, subelement M69 EVENT TYPE. Each time the Event Types 'Custody Transferred' or 'Location Changed' are used, this subelement shall be updated with the new current location details. The details of the previous location shall be captured in the subelement M70 EVENT DESCRIPTION.</p> <p>This subelement can also be used in conjunction with element M76 PRESERVATION HISTORY, subelement M79 ACTION TYPE. Each time the Action Types 'Backed Up', 'Medium Refreshed', 'Migrated (Platform)', or 'Moved Offline' are used, agencies may choose to update this subelement with new current location details. The details of the previous location should be captured in the subelement M80 ACTION DESCRIPTION.</p> <p>An agency may assign further values for use with this subelement to reflect its specific situation (e.g. other corporate entities to which it regularly moves records, or details of physical and/or electronic storage areas within the agency).</p>	

Related Elements	M66 Management History M76 Preservation History
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M85 HOME LOCATION DETAILS (DEPRECATED)

XML Element Name	naa:HomeLocationDetails	
Definition	The name and address of the corporate entity/element or individual with which or with whom a record normally resides or is stored.	
Purpose	This element provides physical, personal or system details about where a record is usually kept and facilitates the checking or surveying of records against their usual home locations. It acts as a storage management tool.	
Obligation	Conditional (must be present in all M83 LOCATION elements)	
Repeatable	No	
NAA Metadata	Yes	
Default Value	The default value will be agency-defined and set – e.g. it may be the name and address of the department/agency or individual responsible for the record, or the name and address of the agency's records storage provider.	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>This element is deprecated for use in a VEO. It has been retained in order to maintain compatibility with NAA recordkeeping metadata and may be used by agencies if required.</p> <p>The Location element and its subelements is designed for recordkeeping systems where the record is kept separately from the metadata. The encapsulated nature of a VEO deliberately makes this situation impossible so that the metadata and the record cannot become separated from each other.</p> <p>Agencies may choose to use this subelement to record information about the system location of electronic records (e.g. details such as a server name and the physical location of the server itself, particularly if system resources are geographically dispersed).</p> <p>If used this subelement shall be used in conjunction with element M66 MANAGEMENT HISTORY, subelement M69 EVENT TYPE. Each time the Event Type 'Custody Transferred' is used, this subelement shall be updated with the new home location details. The details of the previous home location shall be captured in the subelement M70 EVENT DESCRIPTION.</p>	
Related Elements	M66 Management History	

M86 HOME STORAGE DETAILS (DEPRECATED)

XML Element Name	naa:HomeStorageDetails	
Definition	Information about a record's specific storage location and any special conditions under which it is stored.	
Purpose	This element enables quick identification of any missing records, or of any records not stored in the correct location. It ensures that the appropriate home storage conditions are provided for records of particular values, and for records on specific types of physical media. It facilitates appropriate storage and efficient retrieval of records.	
Obligation	Conditional (must be present in all M83 LOCATION elements).	
Repeatable	No	
NAA Metadata	Yes	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>This element is deprecated for use in a VEO. It has been retained in order to maintain compatibility with NAA recordkeeping metadata and may be used by agencies if required.</p> <p>The Location element and its subelements are designed for recordkeeping systems where the record is kept separately from the metadata. The encapsulated nature of a VEO deliberately makes this situation impossible so that the metadata and the record cannot become separated from each other.</p> <p>Use this subelement to provide information about the room in which a record is stored (such as floor and room number), its shelf position within that room, the name/number of the server or electronic medium on which it is stored, and any special conditions required for its proper storage.</p> <p>This subelement should be used in conjunction with both element M60 FORMAT and element M76 PRESERVATION HISTORY to ensure that records are stored under appropriate conditions in their home locations.</p> <p>This subelement may be used in conjunction with element M76 PRESERVATION HISTORY, subelement M79 Action Type. Each time the Action Types 'Backed Up', 'Medium Refreshed', 'Migrated (Platform)', or 'Moved Offline' are used, agencies may choose to update this subelement with new home storage details. The previous home storage details should be captured in the subelement M80 Action Description.</p> <p>Values may be assigned by an agency to meet its own specific requirements. Values could be assigned to this subelement using some form of agency-defined template, which would help to structure the information entered manually by an agent.</p>	
Related Elements	M60 Format M76 Preservation History	

M87 RKS ID (DEPRECATED)

XML Element Name	naa:RKSId	
Definition	A unique identifier for the agency recordkeeping system of which a record is a part, or in which a record resides.	
Purpose	<p>This element links a record to the specific agency recordkeeping system to which it belongs. It acts as a search point for external agents looking for records of particular activities held by specific departments or agencies and as a 'key' or link to all information about a particular agency recordkeeping system.</p> <p>A department or agency which operates more than one formal recordkeeping system will be able to determine under which system a particular record is managed.</p>	
Obligation	Optional	
Repeatable	No	
NAA Metadata	Yes	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>This element is deprecated for use in a VEO. It has been retained in order to maintain compatibility with NAA recordkeeping metadata and may be used by agencies if required.</p> <p>The Location element and its subelements are designed for recordkeeping systems where the record is kept separately from the metadata. The encapsulated nature of a VEO deliberately makes this situation impossible so that the metadata and the record cannot become separated from each other.</p> <p>This subelement could be linked to element M65 RECORD IDENTIFIER and M99 VEO IDENTIFIER, to provide unique identification of a record which moves outside its original agency domain.</p>	
Related Elements	M65 Record Identifier M99 VEO Identifier	

M88 DISPOSAL

Container	
XML Element Name	naa:Disposal
Definition	Information about policies and conditions which pertain to or control the authorised disposal of records. Information about the current disposal authorities and actions to which the record is subject.
Purpose	This collection of elements advises users of laws, policies and/or authorities that govern the retention or disposal of the record. It may alert recordkeeping staff when disposal actions for records are due.
Obligation	Mandatory (if there is no current disposal coverage for the record(s), the default values for the subelements shall be used).
Repeatable	No
NAA Metadata	Yes
Contains	M89 Disposal Authorisation (M) M90 Sentence (M) M91 Disposal Action Due (M) M92 Disposal Status (M)
Comments	<p>Only recordkeeping and auditing staff should have full access to this element.</p> <p>This element shall be used in conjunction with elements M66 MANAGEMENT HISTORY and M71 USE HISTORY. Due to the nature of many sentences (e.g. 'Destroy 10 years after all reference ceases'), subelements M90 Sentence and M91 Disposal Action Due shall be dynamic fields, linked to the relevant subelements under M66 MANAGEMENT HISTORY and M71 USE HISTORY.</p> <p>The date in subelement M91 Disposal Action Due shall be calculated (or recalculated) according to the current sentencing details under subelement M90 Sentence, and using the date the event was performed or the record used as the starting point for the calculation.</p> <p>All records within a recordkeeping system require the use of this element at some time in their existence. However, it may not be possible to provide the information required by this element at the creation of a record for a variety of reasons, including the unavailability of relevant disposal authorities and an organisational policy which precludes sentencing on creation.</p> <p>As this element is considered mandatory, the default values for the subelements will need to be used until such time as an agency is able to assign the specific values applicable to its own disposal situation.</p>
Related Elements	M66 Management History M71 Use History

M89 DISPOSAL AUTHORISATION

XML Element Name	naa:DisposalAuthorisation	
Definition	Legal documentation issued by Public Record Office Victoria that authorises the disposal of public records. For general administrative records, this will be the General Retention & Disposal Authority for Common Administrative Records (PROS 96/013); for records specific to an agency's functions, it will be a specific Retention & Disposal Authority.	
Purpose	This element provides a visible link between agency records and the disposal action(s) taken on them. It helps ensure that the correct disposal actions are taken on records.	
Obligation	Mandatory	
Repeatable	Yes	
NAA Metadata	Yes	
Assigned Values	Value Name	Definition
	No Disposal Coverage	There is currently no Retention & Disposal Authority in place that covers this record.
	PROS <i>nn/nnn</i> – Function Description Ref. no. x.x.x	Example format for quoting a Retention & Disposal Authority that authorises disposal of the record.
	[other]	Other agency-defined value.
Default Value	No Disposal Coverage	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>If there is currently no authorisation for the disposal of a record, or if the authorisation is under development, the default value 'No Disposal Coverage' shall be applied to this subelement.</p> <p>Records with 'No Disposal Coverage' are not authorised for disposal and so cannot be destroyed.</p> <p>More than one disposal authorisation can apply to the same record.</p>	

M90 SENTENCE

XML Element Name	naa:Sentence	
Definition	The retention period assigned to a record.	
Purpose	This element acts as a trigger for the authorised disposal of agency records. It provides a means of determining all records with a particular sentence.	
Obligation	Mandatory	
Repeatable	No	
NAA Metadata	Yes	
Assigned Values	Value Name	Definition
	No Disposal Coverage	There is currently no Retention & Disposal Authority in place which covers this record.
	Permanent	The record is to be retained permanently.
	Destroy after <i>n</i> years	The number of years the record is to be retained before being destroyed.
	Transfer to PROV after <i>n</i> years	The number of years the record is to be retained before being transferred to PROV.
	[other]	Other agency-defined value.
Default Value	No Disposal Coverage	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>If there is currently no authorisation for the disposal of a record, or if the authorisation is under development, the default value 'No Disposal Coverage' shall be applied to this subelement.</p> <p>Records with 'No Disposal Coverage' cannot be sentenced and so cannot be destroyed.</p> <p>If more than one disposal authorisation under subelement M89 Disposal Authorisation applies to the same record, the sentence requiring the longest retention period shall be assigned to this subelement.</p> <p>The value in this subelement determines the date for disposal action under subelement M91 Disposal Action Due.</p> <p>This subelement reflects the sentence that currently applies to the record. If the sentence is changed, the new sentence will be reflected in this subelement. The old sentence, and details of reasons for the change, will be recorded under element M66 MANAGEMENT HISTORY, using subelement M69 Event Type, Assigned Value 'Sentence Changed', and subelement M70 Event Description.</p>	
Related Elements	M66 Management History	

M91 DISPOSAL ACTION DUE

XML Element Name	naa:DisposalActionDue	
Definition	The date that a record is due for some kind of disposal action, such as transfer or destruction, as specified under subelement M90 Sentence.	
Purpose	This element acts as a tool for disposal management. It enables searches on all records due for some form of disposal action by a given date.	
Obligation	Optional	
Repeatable	No	
NAA Metadata	Yes	
Assigned Values	Value Name	Definition
	Null	No value (date) has yet been specified.
	[date]	The date the record is to be transferred or destroyed.
Default Value	Null	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Must be 'ISO 8061' if present.
Comments	<p>If the record is not yet closed, not currently covered by a disposal schedule, or has a sentence of 'Permanent', this element shall contain the value 'null'.</p> <p>Note that since only permanent records are transferred to the PROV, the normal value of this element upon export is 'null'.</p> <p>Where the recordkeeping system manages VEOs natively and this element must be applied to temporary records it is recommended that the value of this element be set as follows:</p> <ul style="list-style-type: none"> • Where the disposal date is fixed this element must contain that date and time. • Where the disposal date is linked to an event that occurs once or rarely (e.g. closing of a file) then the date and time the value of this element will be null until the event occurs. The disposal date will then be calculated and the value set appropriately. • Where the disposal date is linked to an event that occurs frequently (e.g. access to the record) then it is recommended that the recordkeeping system tracks when the disposal action is due and this element would contain a null value. <p>See Comments under subelement M90 Sentence.</p> <p>The time should be specified to (at least) the minute, and be expressed as GMT to ensure consistency. A date/time must be expressed in the format defined in section M159 (but cannot be a date range).</p>	
Related Elements	M66 Management History M71 Use History	

M92 DISPOSAL STATUS

XML Element Name	naa:DisposalStatus	
Definition	A general grouping that describes how long records need to be kept.	
Purpose	This element provides management information (particularly at times of record transfer) about the numbers of records held with a specific disposal status. It enables searching on all records, or on a defined subset of records, by their disposal status.	
Obligation	Optional	
Repeatable	No	
NAA Metadata	Yes	
Default Value	Unknown	
Assigned Values	Value Name	Definition
	Permanent	The record is of enduring value, and has been sentenced to be retained permanently.
	Temporary	The record is sentenced to be destroyed some time in the future.
	Unknown	The record has no disposal coverage, or is unsentenced, or not enough is known about the record to determine its status.
Comments	If the value of subelement M89 is 'No Disposal Coverage', the value of this subelement shall be 'Unknown'.	

M93 MANDATE

Container	
XML Element Name	naa:Mandate
Definition	<p>A source of recordkeeping requirements.</p> <p>A piece of legislation, formal directive, policy, standard, guideline, set of procedures, or community expectation which (explicitly or implicitly) imposes a requirement to create, keep, dispose of, or control access to and use of a record.</p>
Purpose	This collection of elements documents the sources of recordkeeping requirements. It provides a visible link between recordkeeping requirements and the strategies implemented to meet those requirements.
Obligation	Optional
Repeatable	Yes
NAA Metadata	Yes
Contains	M94 Mandate Type (M) M95 Refers To (M) M96 Mandate Name (M) M97 Mandate Reference (M) M98 Requirement (M)
Comments	<p>Much of the information required for this element should normally be collected during the development of agency business classification schemes, disposal schedules and specific recordkeeping systems and strategies.</p> <p>There should be direct links from the information contained in this element to the agency functions, activities and transactions to which they apply (i.e. links could be provided from this element to element M50 FUNCTION).</p> <p>Information about mandates could be kept in a separate agency recordkeeping requirements database, or documented, through this element, as part of the agency's overall set of metadata for recordkeeping.</p>
Related Elements	M50 Function

M94 MANDATE TYPE

XML Element Name	naa:MandateType	
Definition	The nature of the resource which, explicitly or implicitly, contains the recordkeeping requirement or mandate.	
Purpose	This element provides a general indication of the rationale behind the creation, retention, access control and/or disposal of a record.	
Obligation	Conditional (must be present in all M93 MANDATE elements).	
Repeatable	Yes	
NAA Metadata	Yes	
Assigned Values	Value Name	Definition
	Legislation	The mandate exists in a piece of State legislation.
	Regulation	The mandate exists in a piece of subsidiary legislation (a regulation issued pursuant to an Act).
	Formal Directive	The mandate exists in government or departmental policy, or in a formal ministerial directive.
	Industry Regulation	The mandate exists in a mandatory regulation or standard pertaining to a particular industry or type of work.
	Best Practice Standard	The mandate exists in a discretionary standard (e.g. the Standard on Records Management (ISO 15489) or the ISO 9000 series of Quality Management standards), which recommends best practice in particular areas.
	Internal Business Requirement	The mandate exists in an internal agency policy or procedure, put in place to meet specific business requirements.
	Community Expectation	The mandate exists in an expectation by the larger community that particular records will be created and kept.
	[other]	Other agency-defined value.
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	–	

M95 REFERS TO

XML Element Name	naa:RefersTo	
Definition	The kind of recordkeeping activity to which the mandate, either explicitly or implicitly, refers.	
Purpose	This element provides easily accessible justification for how an agency's records are managed, controlled and used.	
Obligation	Conditional (must be present in all M93 MANDATE elements).	
Repeatable	Yes	
NAA Metadata	Yes	
Assigned Values	Value Name	Definition
	Creation	The mandate states that a record shall be created.
	Retention	The mandate states that a record shall be kept (it may or may not state for how long).
	Access/Usage	The mandate states that certain access/usage rights to or access/usage restrictions on a record shall be allowed or enforced.
	Accessibility	The mandate states that a record shall be maintained and stored in such a way that it retains its original functionality, and remains both accessible and readable.
	Record Quality	The mandate states that a record shall be maintained and stored in such a way that it retains its original functionality, and remains both accessible and readable.
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	These values provide the basis for agency-specific business rules that stipulate how particular records should be managed, and how they can be used and accessed, from creation through to disposal.	

M96 MANDATE NAME

XML Element Name	naa:MandateName	
Definition	The name of the resource which contains explicit or implicit recordkeeping requirements or mandates relating to a record. A link to an online resource containing recordkeeping requirements or mandates.	
Purpose	This element enables the reasons for decisions on managing, controlling and using records to be linked back to the source(s) of the original recordkeeping requirements.	
Obligation	Conditional (must be present in all M93 MANDATE elements).	
Repeatable	Yes	
NAA Metadata	Yes	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	An agency may assign its most common sources of mandates for recordkeeping, such as the pieces of legislation under which it operates, as values for this subelement.	

M97 MANDATE REFERENCE

XML Element Name	naa:MandateReference	
Definition	The actual reference (numeric, paragraph, etc.) within the resource, or a link to an online reference, which details the explicit or implicit recordkeeping requirement or mandate.	
Purpose	This element enables direct access to the recordkeeping requirements which govern the management, control and use of a record. It provides a completely visible link between a record and the recordkeeping requirements that govern its management and use.	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	Yes	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	The format of the reference will be dependent on the format of the source document from which the mandate reference is taken.	

M98 REQUIREMENT

XML Element Name	naa:Requirement	
Definition	Either a direct quote (or link to a direct quote) of any explicit or implicit recordkeeping requirement or mandate contained in the source, or a description of the requirement itself.	
Purpose	This element provides the specific details of any recordkeeping requirements relating to a record.	
Obligation	Conditional (must be present in all M93 MANDATE elements).	
Repeatable	Yes	
NAA Metadata	Yes	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	This subelement may also be used to provide details of the agency's own interpretation of an implicit recordkeeping requirement and its reasons for interpreting the requirement in a particular way.	

M99 VEO IDENTIFIER

Container	
XML Element Name	vers:VEOIdentifier
Definition	The unique identifier of a record.
Purpose	<p>This group of elements enables unique identification of the record(s) within the Victorian government. It acts as an access point to more information about the record(s).</p> <p>The identifier is an essential element which not only uniquely identifies the record(s), but also provides the 'key' to all other (currently) accessible information about the record(s).</p>
Obligation	Mandatory
Repeatable	No
NAA Metadata	No
Contains	M100 Agency Identifier (M) M101 Series Identifier (M) M102 File Identifier (M) M103 VERS Record Identifier (M)
Comments	<p>Note: When the VEO Identifier is being use for a File VEO, rather than a Record VEO, the subelement M103 VERS Record Identifier is not used.</p> <p>The VEO Identifier element is intended to provide each VEO with an identifier that is unique across all systems and agencies. The VEO Identifier is guaranteed to be unique as it is built up from four separate low-level identifiers – Agency, Series, File and Record – each of which is unique at its own level. For example, a VEO Identifier may have the following value (expressed in XML):</p> <pre><vers:VEOIdentifier> <vers:AgencyIdentifier>VA 3067 </vers:AgencyIdentifier> <vers:SeriesIdentifier>VPRS 15285 </vers:SeriesIdentifier> <vers:FileIdentifier>99/146 </vers:FileIdentifier> <vers:VERSRecordIdentifier>KL9328402 </vers:VERSRecordIdentifier> </vers:VEOIdentifier></pre>
Related Elements	M65 Record Identifier

M100 AGENCY IDENTIFIER

XML Element Name	vers:AgencyIdentifier
Definition	An identifier assigned to the agent department or agency.
Purpose	This element uniquely identifies the department or agency responsible for creating records and acts as a 'key' or link between information held about the department or agency by Public Record Office Victoria, and information held by the department or agency about its records.
Obligation	Conditional (mandatory when permanent records are transferred to Public Record Office Victoria).
Repeatable	No
NAA Metadata	No
Default Value	–
Comments	<p>Note: Values within this element must be contained within a vers:Text subelement. See Advice 11 on PROS 99/007 Specification 2: VERS Metadata Scheme.</p> <p>Agencies should apply to Public Record Office Victoria for a unique agency identifier.</p> <p>The value for this element may be the same as that used in M15 Corporate ID.</p>
Related Elements	M15 Corporate ID

M101 SERIES IDENTIFIER

XML Element Name	vers:SeriesIdentifier
Definition	An identifier which uniquely identifies the record series (i.e. a logical collection of files) within the agency. In many circumstances a series identifies a recordkeeping system.
Purpose	This element uniquely identifies the record series within the agency and enables the control of management actions at a series level. It allows searches to be restricted to records at a particular level of aggregation.
Obligation	Conditional (mandatory when permanent records are transferred to Public Record Office Victoria).
Repeatable	No
NAA Metadata	No
Default Value	–
Comments	<p>Note: Values within this element must be contained within a vers:Text subelement. See Advice 11 on PROS 99/007 Specification 2: VERS Metadata Scheme.</p> <p>Agencies may apply to Public Record Office Victoria for a unique series identifier either before, or at the time of, transfer to Public Record Office Victoria.</p>

M102 FILE IDENTIFIER

XML Element Name	vers:FileIdentifier
Definition	An identifier which uniquely identifies the file (i.e. a logical collection of records) within the series.
Purpose	This element uniquely identifies the files that contain this record within a series and enables the control of management actions at a file level. It allows searches to be restricted to records at a particular level of aggregation.
Obligation	Mandatory
Repeatable	Yes
NAA Metadata	No
Default Value	–
Comments	<p>Note: Values within this element must be contained within a vers:Text subelement. See Advice 11 on PROS 99/007 Specification 2: VERS Metadata Scheme.</p> <p>A record may be placed on more than one file within a series, and so this element is repeatable.</p>

M103 VERS RECORD IDENTIFIER

XML Element Name	vers:VERSRecordIdentifier
Definition	An identifier which uniquely identifies the record from all others within the series.
Purpose	This element distinguishes this record from all others held within the series. It may act as an access point to more information about the record.
Obligation	Conditional (mandatory for Record VEOs and Modified VEOs containing Record VEOs, not used for other VEOs).
Repeatable	No
NAA Metadata	No
Default Value	–
Comments	<p>Note: Values within this element must be contained within a vers:Text subelement. See Advice 11 on PROS 99/007 Specification 2: VERS Metadata Scheme.</p>

M104 TRANSACTION

Container	
XML Element Name	vers:Transaction
Definition	Information which documents the transaction that creates a record.
Purpose	This element describes the unit of work that a record documents. Carrying out an activity is seen as a linked set of transactions within a business workflow. This element allows another level of organisation within files.
Obligation	Optional
Repeatable	Yes
NAA Metadata	No
Contains	M105 Transaction Identifier (M) M106 Originator (M) M107 Recipient (M) M108 Action Required (M) M109 Originators Copy (M) M110 Transaction Type (M) M111 Business Procedure Reference (M) M112 Transaction Reference (M) M113 Transaction Linkage (M)
Comments	A transaction is defined to be an interaction between two individuals, entities or agents, such as the sending of email.

M105 TRANSACTION IDENTIFIER

XML Element Name	vers:TransactionIdentifier
Definition	Uniquely identifies this transaction within an agency.
Purpose	This element uniquely identifies the transaction within the agency. It allows searches to be restricted to particular transactions both within Files and between Files.
Obligation	Conditional (must be present in all M105 TRANSACTION elements).
Repeatable	No
NAA Metadata	No
Default Value	–
Comments	Note: Values within this element must be contained within a vers:Text subelement. See Advice 11 on PROS 99/007 Specification 2: VERS Metadata Scheme.

M106 ORIGINATOR

XML Element Name	vers:Originator	
Definition	Identifies who created or sent a record.	
Purpose	This element identifies the individual or corporate entity that created or sent a record within a particular transaction. It also enables searches on all actions carried out by a particular person. It provides contextual information about the creation, management and use of records.	
Obligation	Conditional (must be present in all M105 TRANSACTION elements).	
Repeatable	No	
NAA Metadata	No	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>Note: Values within this element must be contained within a vers:Text subelement. See Advice 11 on PROS 99/007 Specification 2: VERS Metadata Scheme.</p> <p>This value would typically be a name and a role.</p> <p>The values used in subelements M17 Person ID, M18 Personal Name, M19 Section Name and M20 Position Name may also be used here when the Assigned Value given in M13 Agent Type is 'Document Author' or 'Record Creator.'</p>	
Related Elements	M12 Agent	

M107 RECIPIENT

XML Element Name	vers:Recipient	
Definition	Identifies who received the record.	
Purpose	This element identifies the individual or corporate entity that received a record within a particular transaction. It also enables searches on all actions carried out by a particular person. It provides contextual information about the creation, management and use of records.	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	No	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>Note: Values within this element must be contained within a vers:Text subelement. See Advice 11 on PROS 99/007 Specification 2: VERS Metadata Scheme.</p> <p>This value would typically be a name and a role.</p> <p>The values used in subelements M17 Person ID, M18 Personal Name, M19 Section Name and M20 Position Name may be used here.</p> <p>This element should be used in conjunction with M108 Action Required.</p>	
Related Elements	M12 Agent M108 Action Required	

M108 ACTION REQUIRED

XML Element Name	vers:ActionRequired	
Definition	What action is required of the recipient.	
Purpose	This element identifies the action required of the recipient identified in M107 Recipient.	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	No	
Assigned Values	Value Name	Definition
	Reply	A reply to the record must be generated. This would typically be used if the record was a letter or an email and required to be answered as part of the work transaction.
	Review	The record must be reviewed.
	Sign	The record must be signed by an appropriate authority.
	Hold	The record has been put aside pending further action(s).
	[other]	Other agency-defined value.
Default Value	-	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	Note: Values within this element must be contained within a vers:Text subelement. See Advice 11 on PROS 99/007 Specification 2: VERS Metadata Scheme.	
Related Elements	M107 Recipient	

M109 ORIGINATORS COPY

XML Element Name	vers:OriginatorsCopy	
Definition	Indicates if the record was created from the copy sent or the copy received.	
Purpose	This element indicates if a record was created from the copy sent by the originator or received by the recipient (i.e. was the record filed by the sender or recipient?). This information may be crucial in an evidentiary context.	
Obligation	Conditional (must be present in all M105 TRANSACTION elements).	
Repeatable	No	
NAA Metadata	No	
Default Value	-	
Comments	The value should be expressed as either 'true' or 'false'.	

M110 TRANSACTION TYPE

XML Element Name	vers:TransactionType	
Definition	A textual description indicating the type of the transaction.	
Purpose	This element describes the type of transaction.	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	No	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>Note: Values within this element must be contained within a vers:Text subelement. See Advice 11 on PROS 99/007 Specification 2: VERS Metadata Scheme.</p> <p>Examples of possible transaction types that may be described are purchase, quote, communication, response, Request for Tender, etc.</p>	

M111 BUSINESS PROCEDURE REFERENCE

XML Element Name	vers:BusinessProcedureReference	
Definition	A textual description relating the transaction to a business process description.	
Purpose	This element references the business process from which the transaction was generated. It may be used to search on particular business processes.	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	No	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>Note: Values within this element must be contained within a vers:Text subelement. See Advice 11 on PROS 99/007 Specification 2: VERS Metadata Scheme.</p> <p>This element may be used where records are generated from a well-defined workflow process (e.g. this element may be used to record a named business process like 'issue license').</p>	

M112 TRANSACTION REFERENCE

XML Element Name	vers:TransactionReference	
Definition	A textual description containing the internal identifier used by the application that generated the record (if any).	
Purpose	This element acts as a 'key' or link between the agency recordkeeping system and the application from which the record was generated. If present, this element allows the transaction to be linked to audit information and use information in the originating application.	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	No	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>Note: Values within this element must be contained within a vers:Text subelement. See Advice 11 on PROS 99/007 Specification 2: VERS Metadata Scheme.</p> <p>An example may be the name of a particular workflow system.</p>	

M113 TRANSACTION LINKAGE

XML Element Name	vers:TransactionLinkage	
Definition	This element links the records that are part of the same overall transaction.	
Purpose	A value assigned to all records in the transaction to easily associate them.	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	No	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>Note: Values within this element must be contained within a vers:Text subelement. See Advice 11 on PROS 99/007 Specification 2: VERS Metadata Scheme.</p> <p>The value of this element is shared by all VEOs that are part of the same transaction. An example of a transaction linkage might be a link between a letter and the response to the original letter.</p>	

7 Metadata Associated with a Document

M114 DOCUMENT

Container									
XML Element Name	vers:Document								
Definition	A Document is a unit within a record. This element acts as a container for the Document(s) contained in the VERS record.								
Obligation	Mandatory								
Repeatable	Yes								
NAA Metadata	No								
Contains	M115 Document Metadata (C) M126 Encoding (C)								
Attributes	<table border="1"> <thead> <tr> <th>Attribute Name/Type</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td>vers:id ID</td> <td>(Mandatory in a Version 2 VEO) This attribute uniquely identifies this Document within the VEO. The value has the format 'Revision-R-Document-D' where R is the revision number (1 for the original VEO and increasing by 1 for each Modified VEO), and D is the Document within this record (1 for the first Document). For example: vers:id="Revision-2-Document-1"</td> </tr> <tr> <td>vers:subordinate- Documents IDREFS</td> <td>(Conditional in a Version 2 VEO; must be present if Documents are structured and this Document has subordinate Documents) This attribute contains the IDs of the subordinate Documents. This attribute will not be present if there are no subordinate Documents.</td> </tr> <tr> <td>vers:subordinate- Document- Relationship CDATA</td> <td>(Optional in a Version 2 VEO) This attribute describes the relationship between the subordinate (child) Documents. The attribute may have the following values: <ul style="list-style-type: none"> • Sequence. The subordinate Documents form a sequence and must be presented in the order given. This is the normal choice. • Set. The subordinate Documents form a set and may be presented in any order convenient. • Alternative. The subordinate Documents are alternatives to each other. One of the subordinate Documents should be selected and presented to the user. In this alternative, the subordinate Documents represent the same information in different ways; the program displaying the Document can choose the most appropriate representation. It is not expected that this option will find significant use in VERS, but it is supported in MIME. </td> </tr> </tbody> </table>	Attribute Name/Type	Definition	vers:id ID	(Mandatory in a Version 2 VEO) This attribute uniquely identifies this Document within the VEO. The value has the format 'Revision-R-Document-D' where R is the revision number (1 for the original VEO and increasing by 1 for each Modified VEO), and D is the Document within this record (1 for the first Document). For example: vers:id="Revision-2-Document-1"	vers:subordinate- Documents IDREFS	(Conditional in a Version 2 VEO; must be present if Documents are structured and this Document has subordinate Documents) This attribute contains the IDs of the subordinate Documents. This attribute will not be present if there are no subordinate Documents.	vers:subordinate- Document- Relationship CDATA	(Optional in a Version 2 VEO) This attribute describes the relationship between the subordinate (child) Documents. The attribute may have the following values: <ul style="list-style-type: none"> • Sequence. The subordinate Documents form a sequence and must be presented in the order given. This is the normal choice. • Set. The subordinate Documents form a set and may be presented in any order convenient. • Alternative. The subordinate Documents are alternatives to each other. One of the subordinate Documents should be selected and presented to the user. In this alternative, the subordinate Documents represent the same information in different ways; the program displaying the Document can choose the most appropriate representation. It is not expected that this option will find significant use in VERS, but it is supported in MIME.
Attribute Name/Type	Definition								
vers:id ID	(Mandatory in a Version 2 VEO) This attribute uniquely identifies this Document within the VEO. The value has the format 'Revision-R-Document-D' where R is the revision number (1 for the original VEO and increasing by 1 for each Modified VEO), and D is the Document within this record (1 for the first Document). For example: vers:id="Revision-2-Document-1"								
vers:subordinate- Documents IDREFS	(Conditional in a Version 2 VEO; must be present if Documents are structured and this Document has subordinate Documents) This attribute contains the IDs of the subordinate Documents. This attribute will not be present if there are no subordinate Documents.								
vers:subordinate- Document- Relationship CDATA	(Optional in a Version 2 VEO) This attribute describes the relationship between the subordinate (child) Documents. The attribute may have the following values: <ul style="list-style-type: none"> • Sequence. The subordinate Documents form a sequence and must be presented in the order given. This is the normal choice. • Set. The subordinate Documents form a set and may be presented in any order convenient. • Alternative. The subordinate Documents are alternatives to each other. One of the subordinate Documents should be selected and presented to the user. In this alternative, the subordinate Documents represent the same information in different ways; the program displaying the Document can choose the most appropriate representation. It is not expected that this option will find significant use in VERS, but it is supported in MIME. 								

	vers: parentDocument IDREF	(Conditional in Version 2 VEO; must be present if Documents are structured and this Document has superior Documents) This attribute contains the ID of the parent of a subordinate Document. This attribute will not be present in the topmost Document
	vers: presentThis- Document CDATA	(Optional in a Version 2 VEO) This attribute is a boolean flag. If the value is 'true' (or the attribute is not present), this Document should be presented to a viewer of the record. If the value is 'false' the Document is only present to assist in structuring the information in the record and should not be presented to the user (though subordinate Documents may be presented).

M115 DOCUMENT METADATA

Container	
XML Element Name	vers:DocumentMetadata
Definition	This element contains information about a particular Document within the VEO. It can be viewed as a subset of the NAA recordkeeping metadata.
Obligation	Mandatory
Repeatable	No
NAA Metadata	No
Contains	M116 Document Agent (M) M154 Document Rights Management (M) M117 Document Title (M) M118 Document Subject (M) M119 Document Description (M) M120 Document Language (M) M121 Document Relation (M) M122 Document Coverage (M) M155 Document Function (M) M123 Document Date (M) M124 Document Type (M) M125 Document Source (M)

M116 DOCUMENT AGENT

XML Element Name	vers:DocumentAgent	
Definition	A corporate entity or organisational element which is responsible for creating a Document. An individual who creates a Document.	
Purpose	This element ensures accountability for important recordkeeping decisions and actions. This element may act as a resource discovery point for users. For example, to enable users to search for all Document creations performed by particular agents.	
Obligation	Mandatory	
Repeatable	Yes	
NAA Metadata	No	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	Note: Values within this element must be contained within a vers:Text subelement. See Advice 11 on PROS 99/007 Specification 2: VERS Metadata Scheme. This element contains the agents responsible for some aspect of the Document. These agents may be quite different to those agents responsible for the record and described in instances of M12 AGENT .	
Related Elements	M12 Agent	

M117 DOCUMENT TITLE

XML Element Name	vers:DocumentTitle	
Definition	The name given to the Document.	
Purpose	This element assists in identifying the Document and acts as a resource discovery access point for users. It may also describe the functions and/or subjects outlined in the Document.	
Obligation	Mandatory	
Repeatable	Yes	
NAA Metadata	No	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>Note: Values within this element must be contained within a vers:Text subelement. See Advice 11 on PROS 99/007 Specification 2: VERS Metadata Scheme.</p> <p>For ease and speed of identification, and to facilitate control, a Document should have a title which is representative of its contents. The title should distinguish this Document from other Documents in this record; it should not merely repeat the value in M32 TITLE.</p>	
Related Elements	M32 Title	

M118 DOCUMENT SUBJECT

XML Element Name	vers:DocumentSubject	
Definition	The subject or topic of a Document that concisely and accurately describes the Document's content.	
Purpose	This element acts as a resource discovery access point at a finer level of detail than that provided by the element M117 DOCUMENT TITLE .	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	No	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>Note: Values within this element must be contained within a vers:Text subelement. See Advice 11 on PROS 99/007 Specification 2: VERS Metadata Scheme.</p> <p>This element should not simply repeat the subject information present in M37 SUBJECT.</p>	
Related Elements	M37 Subject	

M119 DOCUMENT DESCRIPTION

XML Element Name	vers:DocumentDescription	
Definition	A description, in free text prose, of the content and/or purpose of the Document.	
Purpose	This element enables searching based on words and phrases describing the Document. It allows for more detail than that provided by means of a titling scheme alone.	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	No	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>Note: Values within this element must be contained within a vers:Text subelement. See Advice 11 on PROS 99/007 Specification 2: VERS Metadata Scheme.</p> <p>This element should not simply repeat the descriptive information present in M40 DESCRIPTION.</p>	
Related Elements	M40 Description	

M120 DOCUMENT LANGUAGE

XML Element Name	vers:DocumentLanguage	
Definition	The language of the content of the Document.	
Purpose	This element allows searches to be restricted to Documents in a specific language.	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	No	
Default Value	en	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Must be 'ISO 639' if present.
Comments	<p>Note: Values within this element must be contained within a vers:Text subelement. See Advice 11 on PROS 99/007 Specification 2: VERS Metadata Scheme.</p> <p>The International Standard (ISO 639) list of language codes must be used to determine the value of this element. A list of these codes can be found in 'Codes for the Representation of Names of Languages – Part 2: Alpha-3 Code' available at http://www.loc.gov/standards/iso639-2/langhome.html (visited 17 Jan 2003). Note that where a language has a two-letter and a three-letter code, the two-letter code should be used in preference to the three-letter code.</p> <p>If only a single Document is present in the record this value may be the same as M41 LANGUAGE.</p>	
Related Elements	M41 Language	

M121 DOCUMENT RELATION

XML Element Name	vers:DocumentRelation	
Definition	A link between one Document and another, or between various aggregations of Documents. A link between a Document and another information resource.	
Purpose	This element provides contextual information about the Document by detailing its place in the recordkeeping system and its relationships with other Documents and information resources indicating the same function, activity or transaction. It acts as an access point for Documents and information resources that are related to each other. Documentation of these relationships enables both proper management and informed use of records over time.	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	No	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>Note: Values within this element must be contained within a vers:Text subelement. See Advice 11 on PROS 99/007 Specification 2: VERS Metadata Scheme.</p> <p>The information captured in this element pertains only to the nature of a particular relation between Documents, or between Documents and other information resources.</p> <p>It is possible for a Document to have no relationship with any other Document, or with any resource.</p> <p>The use of Document relations is intended to supplement the structuring of Documents within a single record (see M114 Document, and <i>Specification 3: VERS Standard Electronic Record Format</i>). Documents may be related to Documents in other records, or in ways that are not hierarchical.</p> <p>This element should not be confused with M104 TRANSACTION. The use of TRANSACTION to describe the links between Documents is RECOMMENDED.</p>	

M122 DOCUMENT COVERAGE

XML Element Name	vers:DocumentCoverage	
Definition	The jurisdictional, spatial and/or temporal characteristics of the <i>content</i> of the Document.	
Purpose	This element allows a search to be restricted to records about a certain jurisdiction, place or time.	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	No	
Default Value	A default value may be specified by the agency.	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>Note: Values within this element must be contained within a vers:Text subelement. See Advice 11 on PROS 99/007 Specification 2: VERS Metadata Scheme.</p> <p>This element should not simply repeat the coverage information present in M46 COVERAGE.</p>	
Related Elements	M46 Coverage	

M123 DOCUMENT DATE

XML Element Name	vers:DocumentDate	
Definition	The dates and times at which the Document was created or registered.	
Purpose	This element provides system validation of the act of creation. The creation date is a 'defining' date in the life of Documents, and is essential for the proper and accountable management of Documents.	
Obligation	Mandatory	
Repeatable	No	
NAA Metadata	No	
Default Value	A default value may be specified by the agency.	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Must be 'ISO 8061' if present.
Comments	<p>Note: Values within this element must be contained within a vers:Text subelement. See Advice 11 on PROS 99/007 Specification 2: VERS Metadata Scheme.</p> <p>At a minimum, this element should contain the date the Document was created. Note that this would often be different to the date the record was created even if the record only contained one Document. This element should not simply repeat the date information present in M54 DATE.</p> <p>A date/time must be expressed in the format defined in section M159 (but may not be a date range).</p>	
Related Elements	M55 Date/Time Created	

M124 DOCUMENT TYPE

XML Element Name	vers:DocumentType	
Definition	The recognised form a Document takes.	
Purpose	This element provides additional information about the purpose and context of the record. It may assist users in interpreting information in the record by identifying its internal structure.	
Obligation	Optional	
Repeatable	Yes	
NAA Metadata	No	
Default Value	A default value may be specified by the agency.	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	<p>Note: Values within this element must be contained within a vers:Text subelement. See Advice 11 on PROS 99/007 Specification 2: VERS Metadata Scheme.</p> <p>This element should not simply repeat the type present in M58 TYPE.</p>	
Related Elements	M58 Type	

M125 DOCUMENT SOURCE

XML Element Name	vers:DocumentSource	
Definition	A description of the environment that produced the Document.	
Purpose	This element allows future users of the record to understand how the Document was produced.	
Obligation	Mandatory	
Repeatable	Yes	
NAA Metadata	No	
Default Value	–	
Comments	<p>Note: Values within this element must be contained within a vers:Text subelement. See Advice 11 on PROS 99/007 Specification 2: VERS Metadata Scheme.</p> <p>For a Document produced by a typical computer application, this element describes the application. For example 'This Document was produced by Microsoft Word 97 (File version: 8.0.0.3514) running under Microsoft Windows 2000 Professional Version 5.0.2195 Service Pack 2 Build 2195'.</p> <p>For Documents that required complex processing to produce the Document actually stored, this element can be very significant. For example, an image may be described by means of the camera that captured the image, the settings on the camera, and the details of the subsequent processing (contrast adjustment, colour tweaking, sharpening, downsampling).</p> <p>This element does not describe the actual physical representation (file format) of the Document. This information is described in M126 ENCODING.</p>	

8 Metadata Associated with an Encoding

M126 ENCODING

Container				
XML Element Name	vers:Encoding			
Definition	The physical representation of a Document. This element acts as a container for information about the physical representation of a Document and the actual Document itself.			
Obligation	Conditional (is present in all Documents <i>except</i> it is optional in non-leaf structured Documents).			
Repeatable	Yes			
NAA Metadata	No			
Contains	M127 Encoding Metadata (C) M133 Document Data (M)			
Attributes	Attribute Name/Type			
	<table border="1"> <thead> <tr> <th style="text-align: left;">Attribute Name/Type</th> <th style="text-align: left;">Definition</th> </tr> </thead> <tbody> <tr> <td>vers:id ID</td> <td> <p>(Mandatory in a Version 2 VEO) This attribute uniquely identifies this instance of the Encoding. The value has the format 'Revision-R-Document-D-Encoding-E' where R is the revision number (1 for the original VEO and increasing by 1 for each Modified VEO), D is the Document within this record (1 for the first Document), and E is the encoding within this Document (1 for the first encoding). For example:</p> <p style="text-align: center;">vers:id="Revision-2-Document-1-Encoding-3"</p> </td> </tr> </tbody> </table>	Attribute Name/Type	Definition	vers:id ID
Attribute Name/Type	Definition			
vers:id ID	<p>(Mandatory in a Version 2 VEO) This attribute uniquely identifies this instance of the Encoding. The value has the format 'Revision-R-Document-D-Encoding-E' where R is the revision number (1 for the original VEO and increasing by 1 for each Modified VEO), D is the Document within this record (1 for the first Document), and E is the encoding within this Document (1 for the first encoding). For example:</p> <p style="text-align: center;">vers:id="Revision-2-Document-1-Encoding-3"</p>			

M127 ENCODING METADATA

Container	
XML Element Name	vers:EncodingMetadata
Definition	Metadata that describes this particular encoding. This element acts as a container for information about the physical representation of a Document.
Obligation	Mandatory
Repeatable	No
NAA Metadata	No
Contains	M128 File Encoding (M) M129 Source File Identifier (M) M130 File Rendering (M)

M128 FILE ENCODING

XML Element Name	vers:FileEncoding
Definition	A description of the file format and the process by which the Document was transformed into the characters found in M133 DOCUMENT DATA .
Purpose	This element enables a human reader to understand the physical representation of a Document.
Obligation	Mandatory
Repeatable	No
NAA Metadata	No
Default Value	Example text for this value for the standard formats is given in PROS 99/007 Specification 4: VERS Standard Long Term Preservation Formats.
Comments	<p>Note: Values within this element must be contained within a vers:Text subelement. See Advice 11 on PROS 99/007 Specification 2: VERS Metadata Scheme.</p> <p>The process of producing the Document is described in M125 DOCUMENT SOURCE; the M128 File Encoding element describes the file format in which the Document was saved and the process by which this was converted into the characters found in M133 DOCUMENT DATA. Care should be taken to ensure that the description is written in free text prose and is clearly understandable. An example of the description where the encoding used has been Adobe's Portable Document Format might be:</p> <p style="padding-left: 40px;">The content of the DocumentData element is a PDF file. The file conforms to 'PDF Reference, third edition, Adobe Portable Document Format', Version 1.4, Adobe Systems Incorporated, Addison Wesley, 2001, ISBN 0-201-75839- (http://partners.adobe.com/asn/developer/acrosdk/docs/filefmtspec/s/PDFReference.pdf visited 7 January 2003) as modified in 'Errata for PDF Reference, third edition' (http://partners.adobe.com/asn/developer/acrosdk/docs/PDF14errata.txt visited 7 January 2003). It may contain digital signatures defined by PDF Public-key Digital Signature and Encryption Specification, Version 3.2, Jim Pravetz, 12 September 2001, Adobe Systems Incorporated (http://partners.adobe.com/asn/developer/pdfs/tn/ppk_pdfspec.pdf visited 28 March 2003) and the appearance of the digital signature in a PDF document is defined in Digital Signature Appearances for Public-Key Interoperability, Adobe Systems Incorporated, September 2001 (http://partners.adobe.com/asn/developer/pdfs/tn/PPKAppearances.pdf visited 28 March 2003). The file has been encoded using Base64, which is defined in IETF RFC 2045 'Multipurpose Internet Mail Extensions (MIME) Part One: Format of Internet Message Bodies', section 6.8, 'Base64 Content-Transfer-Encoding'.</p> <p>M131 RENDERING TEXT describes the process of extracting the content of M133 DOCUMENT DATA and displaying it.</p>
Related Elements	M133 Document Data M131 Rendering Text M132 Rendering Keywords

M129 SOURCE FILE IDENTIFIER

XML Element Name	vers:SourceFileIdentifier	
Definition	The name or identifier of the (computer) file that originally contained this encoding.	
Purpose	–	
Obligation	Optional	
Repeatable	No	
NAA Metadata	No	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	Typical identifiers are file names and URLs. This element can be used in a number of ways. It can be used to identify the record of a particular web page, or file. It can also be used to ensure that extracted content has the same file name as when it was archived.	
Related Elements	M133 Document Data	

M130 FILE RENDERING

Container	
XML Element Name	vers:FileRendering
Definition	A description of the process by which the bits found in the M133 DOCUMENT DATA element can be turned into viewable content. This element acts as a container for information that enables a human reader and a software application to understand the process whereby an encoding is rendered.
Obligation	Mandatory
Repeatable	No
NAA Metadata	No
Contains	M131 Rendering Text (M) M132 Rendering Keywords (M)

M131 RENDERING TEXT

XML Element Name	vers:RenderingText
Definition	A description of the process by which the characters found in the M133 DOCUMENT DATA element can be turned into viewable content.
Purpose	This element enables a human reader to understand the process whereby a Document can be displayed.
Obligation	Mandatory
Repeatable	Yes
NAA Metadata	No
Default Value	<p>Note: Values within this element must be contained within a vers:Text subelement. See Advice 11 on PROS 99/007 Specification 2: VERS Metadata Scheme.</p> <p>Normally the information in M128 FILE ENCODING gives sufficient information to understand the rendering process. In this case a reference to the contents of File Encoding is sufficient: 'See the contents of the vers:FileEncoding element.'</p>
Related Elements	M133 Document Data M128 File Encoding M132 Rendering Keywords

M132 RENDERING KEYWORDS

XML Element Name	Vers:RenderingKeywords
Definition	This element contains a list of keywords that can be parsed by computer program to determine the appropriate software to render the content in M133 DOCUMENT DATA
Purpose	This element enables a software application to automatically process and display the content of M133 DOCUMENT DATA .
Obligation	Mandatory
Repeatable	No
NAA Metadata	No
Default Value	–
Comments	<p>The order of the keywords in the list must be the same as the order in which the pieces of software are to be applied. The format is:</p> <pre><rendering> ::= "'" <fileType> [";" <fileType>]* "'" <fileType> ::= "." <extension> <mimeType></pre> <p>where <extension> is the standard three-letter extension used in Windows or a MIME type. Standard MIME types are defined in a list obtainable from the Internet Assigned Numbers Authority (IANA).</p> <p>An example for a PDF document encoded as Base64 would be:</p> <pre>'b64; .pdf'</pre> <p>The information in M128 FILE ENCODING and M131 RENDERING TEXT should be equivalent to the information in this element.</p>

M133 DOCUMENT DATA

XML Element Name	vers:DocumentData	
Definition	Contains the actual data being preserved, that is the bit stream that makes up the Document computer file.	
Purpose	This element acts as a holder for the bits that are being preserved.	
Obligation	Mandatory	
Repeatable	No	
NAA Metadata	No	
Assigned Encodings	Encoding	Definition
	CDATA	<p>Note: This is NOT an assigned value, rather it is a container for the actual bit stream of the Document being preserved.</p> <p>The preserved information is a text string (e.g. a Base64 encoded PDF file). This is the normal choice.</p>
	VERSRRecord	<p>Note: This is NOT an assigned value, rather it is a container for another VEO.</p> <p>This option should only occur in a Version 1 VEO.</p> <p><i>Version 1 VEOs only.</i> The preserved information is a complete VERS record. This option allows the creation of a new record, containing additional or modified metadata, around an existing record while leaving the original signatures intact (called an 'onion' record). In a Version 2 VEO, modifications are held in M156 MODIFIED VEO elements.</p>
	<empty>	<p>Note: This is NOT an assigned value, rather it is an indication that a Document Data element may be empty.</p> <p>This option should only occur in a Version 2 VEO.</p> <p><i>Version 2 VEOs only.</i> When a VEO is modified, the original VEO is held in a M159 ORIGINAL VEO. The document data elements in the revised VEO only contain data when the encoding is new or has been modified. Where the document data is unchanged, the document data element is empty and the vers:forContentSeeElement or vers:forContentSeeOriginalDocumentAndEncoding attributes point to the original document data that holds the data.</p>
Default Value	-	
Attributes	Attribute Name/Type	Definition
	vers:id ID	(Mandatory in a Version 2 VEO) This attribute uniquely identifies this instance of the DocumentData element. The value has the format 'Revision-R-Document-D-Encoding-E-DocumentData' where R is the revision number (1 for the original VEO and increasing by 1 for each Modified VEO), D is the Document within this record (1 for the first Document), and E is the encoding within this Document (1 for the first encoding). For example: vers:id= "Revision-2-Document-1-Encoding-3-DocumentData"

<p>vers:forContents-SeeElement IDREF</p>	<p>(Conditional; must be present if this document data element is within an M159 ORIGINAL VEO element and the original document data is labelled with an 'vers:id' attribute (i.e. is in a Version 2 VEO)). This attribute references the Document Data element that holds the data. For example:</p> <p style="padding-left: 40px;">vers:forContentsSeeElement="Revision-2-Documnet-1-Encoding-3-DocumnetData"</p>
<p>vers:forContents-SeeOriginal-Documnet-AndEncoding CDATA</p>	<p>(Conditional; must be present when this document data element is within an M159 ORIGINAL VEO element and the original document data is NOT labelled with an 'vers:id' attribute (i.e. is in a Version 1 VEO)). This attribute identifies another Document Data element that actually holds the data being preserved. The value has the same format as the vers:id attribute.</p>
<p>Comments</p>	<p>This element is a switch that selects amongst the various types of physical encodings that may be stored within a record. Two types of physical encodings are currently defined, but this list may be extended as required.</p>

9 Metadata Associated with a Signature Block

M134 SIGNATURE BLOCK

Container		
XML Element Name	vers:SignatureBlock	
Definition	A signature block contains the information necessary to verify that a VEO has not been modified.	
Obligation	Mandatory	
Repeatable	Yes	
NAA Metadata	No	
Contains	M135 Signature Format Description (M) M136 Signature Date (M) M137 Signer (M) M138 Signature (M) M139 Certificate Block (C) M149 Signature Algorithm (C)	
Attributes	Attribute Name/Type	Definition
	vers:id ID	(Mandatory on one signature block in a Version 2 VEO; no other signature blocks need contain the attribute.) This attribute uniquely identifies this signature block. The identifier is referenced by M152 LOCK SIGNATURE BLOCK . The value of the attribute must be: 'Revision-R-Signature-S' where R is the revision number of this VEO (1 is the original VEO) and S is the number of this Signature Block (1 is the first signature block). For example: vers:id="Revision-1-Signature-1"
Comments	Multiple signatures can be used to protect the VERS record from forgery. For example, a record can be signed separately by the creator of the record and by the system itself. These two signatures protect the record from forgery by any one party acting alone. The creator's signature ensures that a forgery cannot be perpetrated by a system administrator or by a third party. The system's signature ensures that the creator cannot forge the record after the event.	

M135 SIGNATURE FORMAT DESCRIPTION

XML Element Name	vers:SignatureFormatDescription
Definition	This is a textual description of the process used to sign the VEO.
Purpose	This element enables a human reader to understand and verify the signature that has been used to ensure the VERS record's integrity and authenticity.
Obligation	Mandatory
Repeatable	No
NAA Metadata	No
Default Value	<p>If the signature algorithm uses the RSA/SHA-1/256/512 algorithms the value should include the following:</p> <p>The contents of this VEO are signed using the SHA-[1, 256, 512] hash algorithm and the RSA digital signature algorithm. SHA-[1, 256, 512] is defined in Secure Hash Standard, FIPS PUB 180-2, National Institute of Standards and Technology, US Department of Commerce, 1 August 2002 (http://csrc.nist.gov/publications/fips/fips180-2/fip180-2.pdf). The RSA algorithm (RSASSA-PKCS1-v1_5) is defined in PKCS #1 v2.1: RSA Cryptography Standard, RSA Laboratories, 14 June 2002 (ftp://ftp.rsasecurity.com/pub/pkcs/pkcs-1/pkcs-1v2-1.pdf). Details of the public keys are encoded as X.509 certificates in the vers:CertificateBlock elements. X.509 certificates are defined in Information technology – Open Systems Interconnection – The Directory: Public-key and attribute certificate frameworks, ITU-T Recommendation X.509 (2000). The signature and the certificates are encoded using Base64. Base64 is defined in 'Multipurpose Internet Mail Extensions (MIME) Part One: Format of Internet Message Bodies', section 6.8, 'Base64 Content-Transfer-Encoding', IETF RFC 2045, N. Freed & N. Borenstein, November 1996 (http://www.ietf.org/rfc/rfc2045.txt?number=2045).</p> <p>If the signature algorithm uses the DSA/SHA-1/256/512 algorithms the value should include the following:</p> <p>The contents of this VEO are signed using SHA-[1, 256, 512] hash algorithm and the DSA digital signature algorithm. SHA-[1, 256, 512] is defined in Secure Hash Standard, FIPS PUB 180-2, National Institute of Standards and Technology, US Department of Commerce, 1 August 2002 (http://csrc.nist.gov/publications/fips/fips180-2/fip180-2.pdf). The DSA algorithm is defined in Digital Signature Standard (DSS), FIPS PUB 186-2, National Institute of Standards and Technology, US Department of Commerce, 27 January 2000 (http://csrc.nist.gov/publications/fips/fips186-2/fips186-2-change1.pdf). Details of the public keys are encoded as X.509 certificates in the vers:CertificateBlock elements. X.509 certificates are defined in Information technology – Open Systems Interconnection – The Directory: Public-key and attribute certificate frameworks, ITU-T Recommendation X.509 (2000). The signature and the certificates are encoded using Base64. Base64 is defined in 'Multipurpose Internet Mail Extensions (MIME) Part One: Format of Internet Message Bodies', section 6.8, 'Base64 Content-Transfer-Encoding', IETF RFC 2045, N. Freed & N. Borenstein, November 1996, (http://www.ietf.org/rfc/rfc2045.txt?number=2045).</p> <p>For a normal signature (i.e. the contents of an M134 SIGNATURE BLOCK) and if the signature uses the VERS canonicalisation the value should include the following:</p>

	<p>The signature covers the contents of the vers:SignedObject element starting with the 'less than' symbol of the vers:SignedObject start tag up to and including the 'greater than' symbol of the vers:SignedObject end tag. Before verifying the signature, all whitespace (Unicode characters U+000A, U+0009, U+000D and U+0020) must be removed from the text.</p> <p>For a lock signature (i.e. the contents of an M152 LOCK SIGNATURE BLOCK) and if the signature uses the VERS canonicalisation the value should include the following:</p> <p>The signature covers the value contained in the vers:Signature element contained within the vers:SignatureBlock element identified by the vers:id attribute referenced by the vers:signsSignatureBlock attribute. Before verifying the signature all whitespace (Unicode characters U+000A, U+0009, U+000D and U+0020) must be removed from the value.</p>
Comments	<p>The description should briefly describe: what digital signature algorithm was used, what parameters (if any) are needed to check the signature, a precise description of the data covered by the digital signature, and how the (binary) digital signature and certificate have been encoded within their respective tags.</p>

M136 SIGNATURE DATE

XML Element Name	vers:SignatureDate					
Definition	This is the date and time that the signature was applied.					
Purpose	To provide some indication of when the VEO was signed.					
Obligation	Optional					
Repeatable	No					
NAA Metadata	No					
Default Value	The system date and time that the signature was applied.					
Attributes	<table border="1"> <thead> <tr> <th data-bbox="454 1254 722 1301">Attribute Name/Type</th> <th data-bbox="722 1254 1402 1301">Definition</th> </tr> </thead> <tbody> <tr> <td data-bbox="454 1301 722 1361">vers:scheme CDATA</td> <td data-bbox="722 1301 1402 1361">(Optional) A reference to the scheme that controls the values of this element. Must be 'ISO 8061' if present.</td> </tr> </tbody> </table>	Attribute Name/Type	Definition	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Must be 'ISO 8061' if present.	
Attribute Name/Type	Definition					
vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Must be 'ISO 8061' if present.					
Comments	<p>The time should be specified to (at least) the minute, and be expressed as GMT to ensure consistency. The date and time should be obtained from a source that cannot be modified by the creator.</p> <p>This field is for convenience. It is not protected from modification by the digital signature and its value consequently cannot be trusted to remain unchanged.</p> <p>A date/time must be expressed in the format defined in section M159 (but may not be a date range).</p>					

M137 SIGNER

XML Element Name	vers:Signer
Definition	This is a textual description identifying the entity that signed the object.
Purpose	To describe the signer for display purposes when showing the record to searchers for, or users of, the record.
Obligation	Optional
Repeatable	No
Related Elements	M12 Agent
NAA Metadata	No
Default Value	–
Comments	<p>This element is for convenience. It is not protected from modification by a digital signature and its value cannot be trusted to remain unchanged.</p> <p>If the VERS record is digitally signed by an <i>individual</i> identified in M12 AGENT this value may be the same as M18 Personal Name.</p> <p>If the VERS record is digitally signed by a corporate entity identified in M12 AGENT this value may be the same as M16 Corporate Name.</p>

M138 SIGNATURE

XML Element Name	vers:Signature
Definition	This is the digital signature itself.
Purpose	This element contains the digital signature used to ensure the VERS record's integrity and authenticity.
Obligation	Mandatory
Repeatable	No
NAA Metadata	No
Default Value	–
Comments	<p>The digital signature must be encoded in Base64 (see 'Multipurpose Internet Mail Extensions (MIME) Part One: Format of Internet Message Bodies', section 6.8, 'Base64 Content-Transfer-Encoding', IETF RFC 2045, N. Freed & N. Borenstein, November 1996 (http://www.ietf.org/rfc/rfc2045.txt?number=2045)).</p>

M139 CERTIFICATE BLOCK

Container	
XML Element Name	vers:CertificateBlock
Definition	A certificate block contains the certificates used to authenticate the digital signature.
Obligation	Mandatory
Repeatable	Yes
NAA Metadata	No
Contains	M140 Certificate (M) M141 Certificate Reference (M)
Comments	Normally there will only be one certificate block, but multiple certificate blocks may appear in a VEO. Each certificate block contains a different certificate chain that could be used to verify the digital signature.

M140 CERTIFICATE

XML Element Name	vers:Certificate
Definition	This element contains an X.509 certificate used to validate the signature.
Purpose	The public key may be used to check the validity of the signed object.
Obligation	Mandatory
Repeatable	Yes
NAA Metadata	No
Default Value	–
Comments	<p>Each certificate element contains one of the certificates from the certificate chain used to validate the digital signature in M138 SIGNATURE. The certificates must be in order with the first Signers Certificate representing the signer and the last Signers Certificate representing the Root Certificate.</p> <p>Each certificate is an X.509 certificate encoded as using the Distinguished Encoding Rules (DER). X.509 certificates are defined in Information technology – Open Systems Interconnection – The Directory: Public-key and attribute certificate frameworks, ITU-T Recommendation X.509 (2000). The signature and the certificates are encoded using Base64. Base64 is defined in 'Multipurpose Internet Mail Extensions (MIME) Part One: Format of Internet Message Bodies', section 6.8, 'Base64 Content-Transfer-Encoding', IETF RFC 2045, N. Freed & N. Borenstein, November 1996 (http://www.ietf.org/rfc/rfc2045.txt?number=2045).</p> <p>Systems may use M141 Certificate Reference to check the authenticity of the certificate. Alternatively, they may compare the public key in the certificate with that contained in other records signed by the signer. The more records with the same public key, the less likely the public key is invalid.</p>

M141 CERTIFICATE REFERENCE

XML Element Name	vers:CertificateReference
Definition	This is a link to a record that contains the certificate of the certification authority that signed the certificate in M140 Certificate .
Purpose	To allow the certificate in M140 Certificate to be checked for authenticity.
Obligation	Optional
Repeatable	No
NAA Metadata	No
Default Value	–
Comments	DEPRECATED in Version 2. This is an alternative (and less preferred) mechanism to including the certificate chain in multiple M140 CERTIFICATES . The reference is to a record in recordkeeping system that contains the required certificate.

10 Metadata Associated with a File VEO

A File VEO is one of the three types of VEO that may be contained in a [M9 OBJECT CONTENT](#) element.

M142 FILE

Container	
XML Element Name	vers:File
Definition	A file contains information about a collection of related records. It is equivalent to the concept of a traditional paper file. Even after the records have been destroyed, the file information is retained to document the former existence and fate of the records.
Obligation	Mandatory (in a File VEO)
Repeatable	No
NAA Metadata	No
Contains	M143 File Metadata (C) M145 File Disposal (C)

M143 FILE METADATA

Container	
XML Element Name	vers:FileMetadata
Definition	Metadata that describes the file as a whole. This contains contextual information about the file that is crucial to establish the veracity and authenticity of the records.
Obligation	Mandatory
Repeatable	No
NAA Metadata	No
Contains	M12 to M23 Agent (C) M24 to M31 Rights Management (C) M32 to M36 Title (C) M37 to M39 Subject (C) M40 Description (M) M153 Auxiliary Description (M) M41 Language (M) M42 to M45 Relation (C) M46 to M49 Coverage (C) M50 to M53 Function (C) M54 to M57 Date (C) M58 Type (M) M59 Aggregation Level (M) M60 to M64 Format (C) M65 Record Identifier (M) M66 to M70 Management History (C) M71 to M75 Use History (C) M76 to M82 Preservation History (C) M83 to M87 Location (C) M88 to M92 Disposal (C) M93 to M98 Mandate (C) M99 to M103 VEO Identifier (C)
Comments	The File Metadata subelements are the same as those given in M12-M103 with the addition of the subelement M144 Date/Time Closed , to the element M54 Date , as given below; and without the subelement M103 VERS Record Identifier of the element M99 VEO Identifier , as noted above.

M144 DATE/TIME CLOSED

XML Element Name	vers:DateTimeClosed	
Definition	The date and time at which a file is closed (i.e. the addition of further records is prohibited).	
Purpose	This element has two functions. If present, it indicates that the file is closed and no further records can be added into the file. It also, of course, indicates the date and time of the closure.	
Obligation	Conditional (must be present if file is closed).	
Repeatable	No	
NAA Metadata	No	
Default Value	The system date/time at the time of closure. The creation date and time must be obtained from a source that cannot be modified by the creator.	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Must be 'ISO 8061' if present.
Comments	The time should be specified to (at least) the minute. A date/time must be expressed in the format defined in section M159 (but may not be a date range).	

M145 FILE DISPOSAL

XML Element Name	vers:FileDisposal	
Definition	Metadata that describes the disposal of all of the records within a file.	
Obligation	Optional	
Repeatable	No	
NAA Metadata	No	
Contains	M146 Disposal Schedule (M) M147 Disposal Date (M) M148 Authorizing Officer (M)	

M146 DISPOSAL SCHEDULE

XML Element Name	vers:DisposalSchedule	
Definition	A reference to the Retention and Disposal Authority under which authority the records were disposed of.	
Purpose	–	
Obligation	Conditional (must be present if a M145 FILE DISPOSAL element is present).	
Repeatable	No	
NAA Metadata	No	
Default Value	–	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	The value of this entry may be the same as M89 Disposal Authorisation .	

M147 DISPOSAL DATE

XML Element Name	vers:DisposalDate	
Definition	The date and time at which the last records within the file were disposed of.	
Purpose	To allow searching for files that have been destroyed on a particular date or within particular periods.	
Obligation	Conditional (must be present if a M145 FILE DISPOSAL element is present).	
Repeatable	No	
NAA Metadata	No	
Default Value	The system date/time at the time of closure. The creation date and time must be obtained from a source that cannot be modified by the creator.	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Must be 'ISO 8061' if present.
Comments	<p>The time should be specified to (at least) the minute. A date/time must be expressed in the format defined in section M159 (but may not be a date range).</p> <p>The information in this entry would be duplicated in an entry in M66 MANAGEMENT HISTORY, but this element allows for searching for files that have been disposed of.</p>	

M148 AUTHORIZING OFFICER

XML Element Name	vers:AuthorizingOfficer	
Definition	The identity of the officer that authorised the destruction of the last records in this file.	
Purpose	To allow searching for files that a particular officer authorised for destruction.	
Obligation	Conditional (must be present if a M145 FILE DISPOSAL element is present).	
Repeatable	No	
NAA Metadata	No	
Default Value	-	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Would normally only be present if there is a published scheme that can be referred to by a viewer.
Comments	The information in this entry would be duplicated in an entry in M66 MANAGEMENT HISTORY .	

11 Metadata Elements Added to Signature Block in Version 2.0

M149 SIGNATURE ALGORITHM

Container	
XML Element Name	vers:SignatureAlgorithm
Definition	To select the software necessary to verify the digital signature.
Obligation	Mandatory
Repeatable	No
NAA Metadata	No
Contains	M150 vers:SignatureAlgorithmIdentifier (M) M151 vers:SignatureAlgorithmParameters (M)
Comments	This element identifies the cryptographic algorithm used to generate the signature. The approach for representing the information has been taken from the method used in X.509 certificates. Note that a textual description of the algorithm should be contained within M135 SIGNATURE FORMAT DESCRIPTION .

M150 SIGNATURE ALGORITHM IDENTIFIER

XML Element Name	vers:SignatureAlgorithmIdentifier	
Definition	This identifies the cryptographic algorithm used to generate the signature.	
Purpose	To select the software necessary to verify the digital signature.	
Obligation	Mandatory	
Repeatable	No	
NAA Metadata	No	
Assigned Values	Value Name	Definition
	1.2.840.113549.1.1.5	SHA-1 with RSA
	1.2.840.113549.1.1.11	SHA-256 with RSA
	1.2.840.113549.1.1.13	SHA-512 with RSA
	1.2.840.10040.4.3	SHA-1 with DSA
Comments	<p>The value of this element indicates the combination of digital signature algorithm and hashing algorithm used to generate the digital signature.</p> <p>The permitted values are those used within the algorithm value of an X.509 Algorithm Identifier. These are Object Identifiers (OIDs). Note that the OID is represented as a dotted form numeric string (e.g. a SHA-1 with RSA digital signature would have the value '1.2.840.113549.1.1.5').</p>	

M151 SIGNATURE ALGORITHM PARAMETERS

XML Element Name	vers:SignatureAlgorithmParameters
Definition	This element contains any parameters required by the digital signature algorithm.
Purpose	To provide information when calculating the digital signature.
Obligation	Optional
Repeatable	No
NAA Metadata	No
Default Value	–
Comments	This element should not appear in a VEO, as neither of the currently recommended digital signature algorithms requires parameters. The element is provided for future use if required.

12 Metadata Elements Added to a Record in Version 2.0

M152 LOCK SIGNATURE BLOCK

Container		
XML Element Name	vers:LockSignatureBlock	
Definition	This group of elements contains a Lock Signature and the information necessary to verify it.	
Purpose	A Lock Signature is used to prevent a forger from removing and discarding modifications to a VERS Encapsulated Object.	
Obligation	Mandatory in a Version 2 VERS Encapsulated Object.	
Repeatable	No	
NAA Metadata	No	
Contains	M135 Signature Format Description (M) M136 Signature Date (M) M137 Signer (M) M138 Signature (M) M139 Certificate Block (C) M149 Signature Algorithm (C)	
Attributes	Attribute Name/Type	Definition
	vers:signsSignatureBlock IDREF	(Mandatory in a Version 2 VEO) The value of this attribute identifies the M134 SIGNATURE BLOCK that contains the signature signed by this lock signature block.
Comments	<p>The contents of a lock signature block are identical to M134 SIGNATURE BLOCK. For a detailed discussion of the use of lock signature blocks see Advice 12 on PROS 99/007 Specification 3: VERS Standard Electronic Record Format.</p> <p>When generating the signature contained in the Lock Signature Block, the following algorithm is to be used:</p> <ul style="list-style-type: none"> • Locate the referenced M134 Signature Block using the 'vers:signsSignatureBlock' attribute. • Locate the M138 Signature element within this Signature Block. • Extract the content of the M138 Signature element (i.e. the Base64 encoded signature) • Strip whitespace from the content. • Sign the resulting character string (i.e. the Base64 encoded signature after whitespace stripping). Do NOT decode the Base64 encoded signature and sign the binary representation of the signature. 	

M153 AUXILIARY DESCRIPTION

XML Element Name	vers:AuxiliaryDescription
Definition	Secondary descriptive information, in free text, of the context and/or purpose of the record.
Purpose	This element allows the storage of descriptive information that must be kept, but is unlikely to be of interest to most users.
Obligation	Optional
Repeatable	Yes
NAA Metadata	No
Default Value	–
Comments	<p>This element may contain an abstract or summary of a textual record, or a textual description of a non-textual record (e.g. an image).</p> <p>The content of this element is NOT intended to be displayed to users in normal operation. It is intended to hold secondary descriptive information that is not of high quality, or only of interest to a small number of users and hence should only be displayed when specifically requested. Primary descriptive information should be added to M40 DESCRIPTION.</p>
Related Elements	M40 Description

M154 DOCUMENT RIGHTS MANAGEMENT

XML Element Name	vers:DocumentRightsManagement
Definition	Policies, legislation, caveats and/or classifications which govern or restrict access to or use of the Document (as distinct from the record as a whole) to facilitate the proper and appropriate management of sensitive or classified Documents and to alert users to restrictions on access and use of Documents, and to advise on when such restrictions may change or cease.
Purpose	This element should be used where a Document within a record has a specific rights management issue distinct from the record as a whole. For example, a record may contain a Document copyrighted by another organisation.
Obligation	Optional
Repeatable	Yes
NAA Metadata	No
Default Value	–
Comments	This element should not simply repeat the rights management information present in M24 RIGHTS MANAGEMENT .
Related Elements	M24 Rights Management

M155 DOCUMENT FUNCTION

XML Element Name	vers:DocumentFunction
Definition	The general or agency-specific business function(s) and activities which are documented by the Document.
Purpose	This element should be used where a Document within a record has a function distinct from the record as a whole.
Obligation	Optional
Repeatable	Yes
NAA Metadata	No
Default Value	–
Comments	This element should not simply repeat the function present in M50 FUNCTION .
Related Elements	M50 Function

13 Metadata Associated with Modified VEO

A Modified VEO is one of the three types of VEO that may be contained in a [M9 OBJECT CONTENT](#) element.

M156 MODIFIED VEO

Container		
XML Element Name	vers:ModifiedVEO	
Definition	This element is a type of VEO. It contains a modified VEO; the contents are the original VEO (which may be any type of VEO, including another Modified VEO), and the revised VEO.	
Obligation	Mandatory if the recordkeeping system supports modifications of VEOs	
Repeatable	No	
NAA Metadata	No	
Contains	M157 Date Time Modified (M) M158 Revised VEO (M) M159 Original VEO (M)	
Attributes	Attribute Name/Type	Definition
	vers:- OriginalVEOType CDATA	(Mandatory in a Version 2 VEO) This attribute identifies the type of the original VEO. It may have the value 'Record' or 'Folder'. For example: vers:OriginalVEOType="Record"
Comments	For a detailed discussion of the use of a modified VEO see Advice 12 on PROS 99/007 Specification 3: VERS Standard Electronic Record Format.	

M157 DATE/TIME MODIFIED

XML Element Name	vers:DateTimeModified	
Definition	The date and time that the Modified VEO was created.	
Purpose	To allow display of the date and time that the modifications were applied to the VEO.	
Obligation	Mandatory	
Repeatable	No	
NAA Metadata	No	
Default Value	-	
Attributes	Attribute Name/Type	Definition
	vers:scheme CDATA	(Optional) A reference to the scheme that controls the values of this element. Must be 'ISO 8061' if present.
Comments	<p>The information in this entry would be duplicated in an entry in M66 MANAGEMENT HISTORY.</p> <p>A date/time must be expressed in the format defined in section M159 (but may not be a date range).</p>	

M158 REVISED VEO

Container					
XML Element Name	vers:RevisedVEO				
Definition	This element contains the contents of the VEO after modification.				
Obligation	Mandatory				
Repeatable	No				
NAA Metadata	No				
Contains	M4 Signed Object (M)				
Attributes	<table border="1"> <thead> <tr> <th>Attribute Name/Type</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td>vers:id ID</td> <td>(Mandatory in a Version 2 VEO) This attribute uniquely identifies this revision within the VEO. The original VEO is always 1, and each time the VEO is modified (included in a Modified VEO) the value is increased by one. The value has the format 'Revision-R' where R is the revision number (1 for the original VEO and increasing by 1 for each Modified VEO). For example: vers:id="Revision-2"</td> </tr> </tbody> </table>	Attribute Name/Type	Definition	vers:id ID	(Mandatory in a Version 2 VEO) This attribute uniquely identifies this revision within the VEO. The original VEO is always 1, and each time the VEO is modified (included in a Modified VEO) the value is increased by one. The value has the format 'Revision-R' where R is the revision number (1 for the original VEO and increasing by 1 for each Modified VEO). For example: vers:id="Revision-2"
Attribute Name/Type	Definition				
vers:id ID	(Mandatory in a Version 2 VEO) This attribute uniquely identifies this revision within the VEO. The original VEO is always 1, and each time the VEO is modified (included in a Modified VEO) the value is increased by one. The value has the format 'Revision-R' where R is the revision number (1 for the original VEO and increasing by 1 for each Modified VEO). For example: vers:id="Revision-2"				
Comments	For a detailed discussion of the use of a modified VEO see Advice 12 on PROS 99/007 Specification 3: VERS Standard Electronic Record Format.				

M159 ORIGINAL VEO

Container	
XML Element Name	vers:OriginalVEO
Definition	This element contains the contents of the VEO as they were before they were modified.
Obligation	Mandatory
Repeatable	No
NAA Metadata	No
Contains	M3 Version (M) M4 Signed Object (M) M134 Signature Block (M)
Comments	The elements are the same as those in M1 VERS ENCAPSULATED OBJECT except for M2 VEO FORMAT DESCRIPTION and M152 LOCK SIGNATURE BLOCK . For a detailed discussion of the use of a modified VEO see Advice 12 on PROS 99/007 Specification 3: VERS Standard Electronic Record Format <i>t</i> .

14 Standard Date/Time Representation

The values of all date/time elements must be expressed in the following format. This format conforms to ISO 8601 and is recommended in the AGLS⁵ Standard.

The format is be

```
YYYY['-'MM['-'DD[Thh':mm[':ss]Z[xx':yy]]]]
```

where

- YYYY is the four-digit year,
- MM is the two-digit month (with a leading zero if less than 10). If the month is not known, the month, date, and time are not present
- DD is the two-digit date (with a leading zero if less than 10). If the date is not known, the date and time are not present
- hh is the two-digit hour in 24 hour format with midnight as '00' (with a leading zero if less than 10). If the time is not known, it is not present
- ss is the two-digit seconds (with a leading zero if less than 10). If the time is not known, it is not present
- Z is '-' for timezones west of GMT (e.g. the Americas), '+' for those east (e.g. Australia, Europe and Asia), or 'Z' if the time is expressed in GMT
- xx is the two-digit hours in advance or behind GMT (with a leading zero if less than 10). Not present if the time is expressed in GMT
- yy is the two-digit minutes in advance or behind GMT (with a leading zero if less than 10). Not present if the time is expressed in GMT

The standard timezones for Australia are:

	Standard	Under Daylight Savings
Eastern Standard Time	+10:00	+11:00
Central Standard Time	+09:30	+10:30
Western Standard Time	+08:00	+09:00

Note that the timezone values are the number of hours and minutes that must be added to a local time to convert the local time to GMT. As Australia is to the east of the 0 meridian and the times consequently before GMT, the timezone values are always positive.

Example date/times are:

- 1964
- 1964-04 (April 1964)
- 1964-04-15 (15 April 1964)

⁵ AGLS Metadata Date Element Encoding, Appendix I, AGLS Metadata Element Set, Part 2: Usage Guide, Version 1.3, National Archives of Australia
http://www.naa.gov.au/recordkeeping/gov_online/agls/summary.html visited 23 March 2003

- 1964-04-15T09:00Z (9 a.m. GMT on 15 April 1964)
- 1964-04-15T21:00+10:00 (9 p.m. Australian Eastern Standard Time, 15 April 1964).

Where it is necessary to express a date range, the following representation is to be used:

S/E

where

- S is the start date/time in the format given previously or '-' if the start date/time is not known
- E is the end date/time in the format given previously or '-' if the end date/time is not known.

Example date/times ranges are:

- 1964-04-15/- (Starting in 1964 but with an unknown end date)
- -/1964 (Ending in 1964 but with an unknown start date)
- 2002-01-01/2002-12-31 (Starting on 1 January 2002 and ending on 31 December 2002).

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