Public Record Office Victoria

SPECIFICATION

PROS 19/05 S2: MINIMUM METADATA REQUIREMENTS
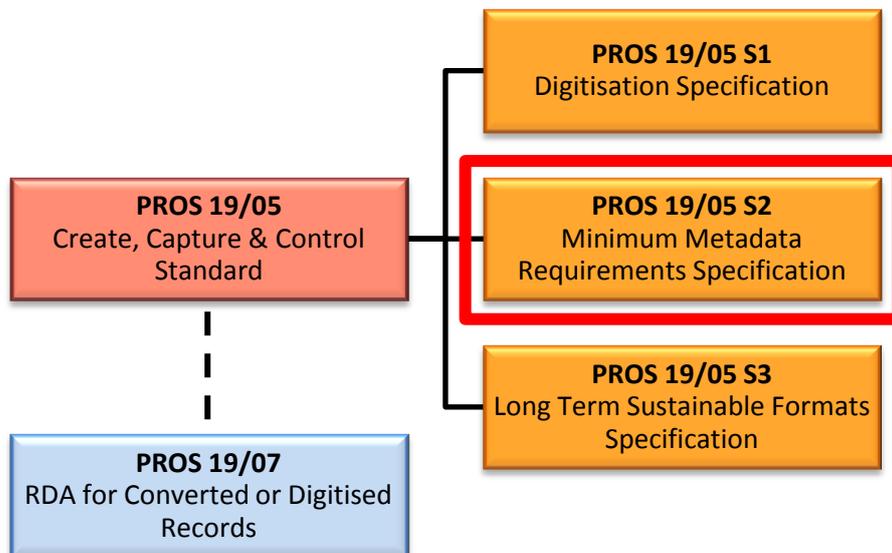
About this Specification

This Specification sets out the minimum metadata elements which must be captured for the records (documents, information, data) created or received by Victorian public office staff in the course of carrying out their work.

All Victorian public offices must comply with this Specification when designing organisational processes and systems.

The diagram below shows the relationship between this Specification and related documents.

PROS 19/05 S1
Digitisation Specification

PROS 19/05
Create, Capture & Control Standard

PROS 19/05 S2
Minimum Metadata Requirements Specification

PROS 19/05 S3
Long Term Sustainable Formats Specification

PROS 19/07
RDA for Converted or Digitised Records

VERS
Victorian Electronic Records Strategy

Public Record Office Victoria

VICTORIA
State Government

Table of Contents

1   Introduction

1.1   Authority of Standards and Specifications

Under section 12 of the *Public Records Act 1973,* the Keeper of Public Records ('the Keeper') is responsible for the establishment of Standards for the efficient management of public records and for assisting Victorian public offices to apply those Standards to records under their control.

Heads of public offices are responsible under section 13b of the *Public Records Act 1973* for carrying out a program of efficient management of public records. The program of records management needs to cover all records created by the public office, in all formats, media and systems across the organisation.

The Standards and Specifications support the Victorian Electronic Record Strategy (VERS) Digital Forever 2018-2021[1], which is designed to ensure the creation, capture and preservation of authentic, complete and meaningful digital records.

This Specification is part of the *PROS19/05 Create, Capture and Control Standard*. This Specification, as varied or amended from time to time, shall have effect for a period of ten (10) years from the date of issue unless revoked prior to that date.

1.2   Obligation

It is mandatory for all Victorian public offices to follow the principles and comply with the requirements of the Standards and Specifications issued by the Keeper.

1.3   Applying this Specification

This Specification sets out the minimum metadata elements which must be captured for the records (documents, information, data) created or received by public office staff in the course of carrying out their work. This must be applied when designing organisational processes and systems.

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[1] The previous *PROS15/03 Standard for the encapsulation of digital records* has been revoked and the requirements have now been included in the *PROS19/05 Create, Capture and Control Standard* and associated Specifications.

2   Minimum Metadata Set

PROV's set of minimum mandatory metadata elements is designed to be flexible, extensible and compatible with a number of established metadata standards. It specifies:

- metadata elements that must be captured for all records; and
- additional metadata elements that must be captured for high value records and records with long term or permanent retention periods.

Table 1: PROV mandatory metadata elements, obligations and descriptions.

NAME	OBLIGATION	DESCRIPTION
Agent	ALL RECORDS	Information about who or what acted on a record, e.g. by creating or modifying it. Examples of agents may include individuals, roles, business units and systems. For transfer, the agency name is used.
Date/s	ALL RECORDS	All relevant date/s of an action on the record, e.g. creation date, modification date, date of transfer to another agency etc.
Identifier	ALLRECORDS	A concise, unique value that clearly identified a record. Examples of identifiers may include system generated IDs or human assigned titles.
Protective Marking	ALL RECORDS*	A label or warning that denotes a record's security status or sensitivity and/or indiciates that special handling or restricted access is required.
Disposal	HIGH VALUE / LONG TERM / PERMANENT RECORDS	Information about the Retention & Disposal Authority and disposal actions that relate to a record, including whether the record is permanent.
Description	HIGH VALUE / LONG TERM / PERMANENT RECORDS	Further information about a record and/or its context. Examples of descriptions may include a human readable title if the identifier is numeric, or an extended description of the record.
Format	HIGH VALUE / LONG TERM / PERMANENT RECORDS	A description of the record's format.

This element is only mandatory for agencies and functions subject to the Victorian Protective Data Security Framework.

PROV's minimum mandatory metadata requirements are met when an agency captures metadata that is the same or equivalent to all element in the PROV minimum set, according to the obligation categories listed above, for all its records. Where more than one metadata value is relevant to an element in the PROV minimum set, all relevant values must be captured.

For more information about using metadata see PROV's A-Z topic page on Metadata: Creating, capturing and managing information about records.

3 Compatibility with other Metadata Standards

PROV's minimum mandatory metadata set is compatible with the following metadata standards:

- Australian Government Location Service Metadata Standard (AGLS)
- Australian Government Recordkeeping Metadata Standard (AGRkMS)
- AS/NZS 5478:2015 Recordkeeping Metadata Property Reference Set (AS/NZS 5478)

Your organisation may benefit from capturing a broader range of metadata to support business needs, minimise risk and meet legislative requirements. This can be achieved by using the PROV minimum metadata set plus additional metadata elements from another metadata standard.

The following table maps PROV's mandatory metadata elements to suitable equivalent elements or sub-elements in each of the above standards.

Table 2: PROV mandatory metadata elements mapped to above Standards.

PROV	AGRkMS	AS/NZS 5478	AGLS
Agent	Agent	Agent	Creator
Date/s	Date Range	Date Range	Date
Identifier	Identifier and/or Name	Identifier and/or Name	Title⌐
Protective Marking	Security Classification and/or Security Caveat and/or Dissemination Limiting Markers	Security Classification and/or Security Caveat	Protective Marking (a sub-element of *'Rights'*)
Disposal	Disposal	Disposal	See Noteˆ
Description	Description	Description	Description
Format	Format	Format	Format

⌐*AGLS term 'Identifier' is not accepted for this element.*

ˆ*AGLS does not contain any disposal elements. Use an alternative method to capture this information.*

Some of PROV's mandatory metadata elements can be mapped to a number of different elements or sub-elements of a standard. In these cases, capture all relevant metadata and follow the usage rules specified in the documentation of the standard you are using.

Elements specified as mandatory by PROV must be captured even if they are not mandatory in another metadata standard.

PROV's requirements can also be met using metadata standards and schemas not listed in this specification. Elements with alternate names are accepted as long as their use aligns with the meaning of the element description in the PROV minimum set.

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