State Records Authority of New South Wales

Standard: No. 5

NSW Recordkeeping Metadata Standard

Part 1 – Introductory document

Part 2 – Technical specification

Approved June 2001

Part 1 revoked September 2008 & replaced by Standard No. 10

Part 2 revoked April 2014

Standard for Records Management

Standard no	5	SR file no	00/0174

Title of Standard	NSW Recordkeeping Metadata Standard

Purpose	The purpose of *the NSW Recordkeeping Metadata Standard* is to assist public offices to meet their obligation under the Act to 'make and keep full and accurate records of the activities of the office' (s.12(1)). The standard identifies the metadata elements necessary to facilitate the accessibility, use, management and interoperability of records. It contributes to the full and accurate principles by helping records to be comprehensive, useable and authentic.

Scope	The standard is a technical standard, not a compliance standard. Consequently public offices are not compelled to implement its requirements. However, when a NSW public office decides to implement recordkeeping metadata they are obliged to use this standard. The standard will be available to public offices as a tool for assessing their current systems of metadata capture and management and will help them to implement recordkeeping metadata when building new systems for the capture and management of records.
	For the public offices that employ it, the standard provides a comprehensive list of the metadata requirements necessary to facilitate record use and ongoing management. The standard is comprised of two parts, an introductory document which provides an overview of its requirements and a technical specification which describes each component of the standard in full.

Application	This standard applies to public offices as defined in s.3 of the *State Records Act 1998*, except for those public offices to which Part 2 of the Act does not apply except by agreement.

Authority	The standard is issued under section 13(1) of the State Records Act. It has been approved by the Board of State Records Authority in accordance with section 13(2) of the State Records Act.

Authorised	This standard was issued by David Roberts, Director, State Records Authority of New South Wales, on 29 June 2001.

Part 1: Introduction to the NSW Recordkeeping Metadata Standard

Executive summary

Records are a crucial organisational resource. The *NSW Recordkeeping Metadata Standard* has been developed as a tool to assist NSW public offices to manage records in efficient and accountable ways.

Recordkeeping metadata is information that helps records to be identifiable, accessible and meaningful. It also supports the management of records for as long as they are needed. Capture and management of this information has traditionally been a routine part of records management. The majority of systems designed to control and manage records, such as automated records management products, should already capture this information. In these cases, the standard acts as a benchmark against which these systems can be measured and improved.

It is likely that the standard will be of most benefit in environments where records are not currently controlled or managed. In electronic business systems, for instance, record controls are not often included in the functional requirements of the system. In these situations, the *NSW Recordkeeping Metadata Standard* can be used in conjunction with State Records' *Standard on Recordkeeping in the Electronic Business Environment* and the *Manual for Designing and Implementing Recordkeeping Systems*, to build appropriate record controls into such systems.

The *NSW Recordkeeping Metadata Standard* forms part of the suite of tools developed by State Records to help public offices meet their obligations under the *State Records Act 1998*. In particular, it aims to assist each public office to make and keep full and accurate records of the activities of the office (s.12(1)). Unlike other standards issued by State Records, the *NSW Recordkeeping Metadata Standard* is a technical standard for achieving better metadata management rather than being compliance oriented.

Part 1 of the standard is an introductory document which provides an overview of its metadata requirements. Part 2 of the standard is a technical specification which describes each component of the standard in full. It provides details of the metadata records systems should capture and gives basic implementation guidance. Further guidance on implementation of the standard as a whole is available from State Records.

This standard is issued under the State Records Act and applies to NSW public offices, as defined in s.3 of the Act.

Acknowledgements

State Records acknowledges the work and assistance of the Records Continuum Research Group and the National Archives of Australia whose metadata standards, the *Australian Recordkeeping Metadata Schema* and *Recordkeeping Metadata Standard for Commonwealth Agencies* respectively, contributed significantly to the development of the *NSW Recordkeeping Metadata Standard* and associated *NSW Recordkeeping Metadata Standard – Technical Specification.*[1]

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[1] The close relationship between the NSW Recordkeeping Metadata Standard and the Australian Recordkeeping Metadata Schema is discussed further on the State Records Web site at www.records.nsw.gov.au

Definitions

For the purposes of this standard the following definitions apply.[2]

Agent

In terms of this standard, an agent is defined as any individual, work group or organisation that creates, manages, uses or is responsible for records or the transaction of government business.

Business activity *

Umbrella term covering all the functions, processes, activities and transactions of an organisation and its employees. See also *function*

Business information systems

Computers, communication facilities, networks, data and information that may be stored, processed, retrieved or transmitted by them, including programs, specifications and procedures for their operation, use and maintenance. [3]

Electronic records *

Records communicated and maintained by means of electronic equipment.

Element qualifier

Used within metadata specifications to refine the meaning of a metadata element.

For example, the element Title in a metadata specification may have the element qualifier 'Abbreviated' associated with it. Use of this element qualifier in conjunction with the element Title indicates that the data value displayed is the abbreviated title of an entity. See also *metadata element* and *value component*

Entity

Collective term given to an individual record, agent or function or a collection of records, agents or functions about which metadata is attributed.

Function *

The largest unit of business activity in an organisation or jurisdiction.

Metadata

Structured data about data.[4] In recordkeeping implementations the term metadata has a more specific definition. See *recordkeeping metadata*

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[2] The definitions marked with an asterix are taken from the Australian Standard AS 4390-1996, *Records Management*, Part 1: *General*.
[3] NSW Office of Information Technology, *Security of Information Systems Guideline – Overview*, September 1996.
[4] The definition of metadata was coined by the Dublin Core research consortia, information about which is accessible via the Dublin Core Web site at http://dublincore.org/ (as at 17 May 2001)

Metadata element

A single component of a metadata set or standard.

For example Title is an element within the *NSW Recordkeeping Metadata Standard.* Elements themselves can be comprised of element qualifiers, value components and value qualifiers which can be used to structure a element and provide it with specific meaning. See also *element qualifier*, *value components* and *value qualifiers*

Metadata set

A collection of elements designed to perform a particular purpose.

For example, the *NSW Recordkeeping Metadata Standard* is a metadata set intended to facilitate the management and useability of records within the NSW public sector. A metadata set may also be referred to as a metadata standard, schema or specification. See also *recordkeeping metadata*

Recordkeeping

Making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information.

Recordkeeping includes the following:

a)   the creation of records in the course of business activity and the means to ensure the creation of adequate records;

b)   the design, establishment and operation of recordkeeping systems; and

c)   the management of records used in business (traditionally regarded as the domain of records management) and as archives (traditionally regarded as the domain of archives administration).[5]

Recordkeeping metadata

Recordkeeping metadata is metadata designed to meet specific recordkeeping requirements. Because of this objective, recordkeeping metadata is different to other more generic metadata strategies. See also *metadata*

Records *

Recorded information, in any form, including data in computer systems, created or received and maintained by an organisation or person in the transaction of business or the conduct of affairs and kept as evidence of such activity.

Records management *

The discipline and organisational function of managing records to meet operational business needs, accountability requirements and community expectations.

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[5] This definition comes from State Records, *Glossary of Recordkeeping Terms*, issued 1998. The Glossary is also accessible via the State Record' Web site at http://www.records.nsw.gov.au/publicsector/rk/glossary/glossarytoc.htm (as at 17 May 2001)

Records system

Also known as records management system. A records system is generally a component of an organisation wide recordkeeping framework which uses systems, policies, procedures and ongoing training to meet the office's recordkeeping requirements. A records system is usually a specific system used to maintain, manage and provide access to an organisation's record resources. Metadata about records and record collections is a prime component of an organisational records system. With electronic records management, electronic records themselves may be stored in an online repository that is a component of the organisational records system.

Within this standard the phrase 'records management or other systems used to manage records' is used. This phrase is an acknowledgment that records and their associated metadata may not only be maintained within systems that are exclusively records systems. For example, organisational records may be contained within business information systems or database structures. If records are maintained in these types of systems, the systems should be tailored to meet recordkeeping and business requirements for accountable and useable records. These systems should also comply with the requirements of this standard.

Scheme

A source of information that provides instructions for the encoding of a data value, such as a metadata element or value component.

For example, within the *NSW Recordkeeping Metadata Standard*, the schemes *Keyword AAA*, AS/NZS 3802 and ISO 8601 are recommended for use within particular metadata elements. Using standard schemes enables titles and dates to be consistently applied and consistently understood. A scheme is also known as a value qualifier.

Value components

Break down data values into their component parts.

For example, value components associated with the Mandate element create separate metadata fields for information about a mandate, such as its title or the jurisdiction in which it applies. See also *element qualifier*.

Value qualifier

A source of information that provides instructions for the encoding of a data value, such as a metadata element or value component. Also known as a *scheme*.

Introduction

Background

Recordkeeping metadata is information that helps records to be identifiable, accessible and meaningful. It also enables records to be effectively managed by indicating such things as how long they need to be kept and who should have access to them. Furthermore, recordkeeping metadata ensures that there is an audit trail showing what has happened to records over time.

The capture and management of recordkeeping metadata is a standard component of recordkeeping practices. Metadata has traditionally been captured on the covers of files or within registers, indexes, and other means of controlling and managing records. In practice, not all information needed to control and manage records has always been captured as metadata. For example, important information relating to record use or management has frequently been conveyed through the physical nature or arrangement of the records or has been common knowledge among the people using the records. In the modern business environment, however, where records can be created and stored in electronic form and managed in decentralised ways across an organisation, there is a need to make information necessary for record use and management more explicit.

The capture and management of recordkeeping metadata is a standard component of recordkeeping practices. Metadata has traditionally been captured on the covers of files or within registers, indexes, and other means of controlling and managing records. In practice, not all information needed to control and manage records has always been captured as metadata. For example, important information relating to record use or management has frequently been conveyed through the physical nature or arrangement of the records or has been common knowledge among the people using the records. In the modern business environment, however, where records can be created and stored in electronic form and managed in decentralised ways across an organisation, there is a need to make information necessary for record use and management more explicit.

The *NSW Recordkeeping Metadata Standard* has been developed as a tool to help public offices improve their records management systems to ensure they encompass all necessary metadata. The standard is based on, and is consistent with, current national best practice. It has principally been derived from the *Australian Recordkeeping Metadata Schema*, developed in the course of the Recordkeeping Metadata Project led by Monash University. It has also drawn from the National Archives of Australia's *Recordkeeping Metadata Standard for Commonwealth Agencies*. Importantly, the standard has also been developed to be compatible with the *Australian Government Locator Service* (AGLS) metadata specification.

Purpose

The purpose of this standard is to:

- codify the information required to effectively control and manage records

- function as a benchmark for recordkeeping metadata within the NSW public sector, and

- support the interchange of records from different organizations and different systems.

Mandate

This standard is issued under s.13(1) of the State Records Act. Section 13 of the Act empowers State Records to approve standards and codes of best practice for records management by public offices.

Application

This standard applies to public offices as defined in s.3 of the State Records Act, except for those public offices to which Part 2 of the Act does not apply except by agreement. These public offices are the Governor acting in a vice-regal capacity, the Houses of Parliament and courts and tribunals in respect of their judicial functions.

Scope

The standard can be applied to all systems that manage records. The standard consequently applies to all records, including paper and electronic records, created and managed by public offices within these systems.

Structure

Part 1 of the standard comprises an introduction and includes a summary of the standard's elements, element qualifiers and value components.

Part 2 of the standard is a technical specification which describes each of the elements, element qualifiers and value components that comprise the *NSW Recordkeeping Metadata Standard* in detail.

Responsibilities

Implementing recordkeeping metadata requires the commitment of chief executives and senior management and coordinated effort by a multidisciplinary team including Corporate Records Managers, records staff, Chief Information Officers and information management and technology managers. All employees of public offices may also be required to share the responsibility for appropriate and timely metadata creation.

Implementation

The standard does not mandate specific technological solutions for metadata capture and management. It is intended that public offices will implement the standard's requirements in the manner that is most appropriate to their particular business needs and current means of controlling and managing records.

Already, much of the information specified in the standard is commonly found within many records management software packages. From late 2001, it is anticipated that all products on the GSAS (Government Selected Application Systems) contract for Records and Information Management Systems will be compliant with the standard.

However it is likely that electronic business systems that have not been adequately designed to manage the records they generate, may not currently include this information. In these situations, the *NSW Recordkeeping Metadata Standard* can be used in conjunction with State Records' *Standard on Recordkeeping in the Electronic Business Environment* and the *Manual for Designing and Implementing Recordkeeping Systems*, to build appropriate recordkeeping controls into such systems.

The guidance developed to accompany this standard, *Managing Metadata – Strategies for creating and maintaining recordkeeping metadata*, advises public offices on methods by which they can assess their current records and other systems against the requirements of this standard. It is intended that this guidance will enable public offices to monitor their own performance against the requirements of the standard and to make any adjustments to recordkeeping practice or procedures that may be necessary. The standard's implementation will also be supported by training and other advice and assistance provided by State Records.

State Records will monitor implementation of the standard by examining responses to the annual Records Management Survey and through other means.

Summary of the NSW Recordkeeping Metadata Standard

Elements, qualifiers and value components in the NRKMS

This section provides a summary listing of all elements, element qualifiers and value components contained in the *NSW Recordkeeping Metadata Standard*.

All the standard's elements are further described in Part 2, the technical specification. The technical specification lists each element, element qualifier and value component in the standard in detail. It also provides guidance regarding their implementation.

Version control

All data values in this standard have the version number of *NSW Recordkeeping Metadata Standard Version 1.0*

Record entity

Record entity metadata is used to describe records or aggregations of records in a public office. Record entity metadata can be applied to individual record items such as email messages through to files, records series, record systems or other aggregations of records. The guidelines developed to accompany this standard, *Managing Metadata – Strategies for creating and maintaining recordkeeping metadata*, provide specific information about how metadata can be applied to different aggregations of records.

Number	Element	Number	Qualifiers and/or components
NRKMS 1	Category Type	None	None
NRKMS 2	Identifier		*Element qualifiers*
		NRKMS 2.1	Barcode
		NRKMS 2.2	Domain
NRKMS 3	Title		*Element qualifiers*
		NRKMS 3.1	Alternative Title
		NRKMS 3.2	Abbreviated Title
		NRKMS 3.3	Title Date
NRKMS 4	Date		*Element qualifiers*
		NRKMS 4.1	Creation Date
		NRKMS 4.2	Registration Date
		NRKMS 4.3	Transfer Date
		NRKMS 4.4	Contents Date Range

NRKMS 5	Mandate		*Value components*
		NRKMS 5.1	Mandate Title
		NRKMS 5.2	Mandate Type
		NRKMS 5.3	Mandate Identifier
		NRKMS 5.4	Mandate Date
		NRKMS 5.5	Mandate Description
		NRKMS 5.6	Mandate Jurisdiction
NRKMS 6	Place		*Element qualifiers*
		NRKMS 6.1	Store Location
		NRKMS 6.2	Current Location
			Value component
		NRKMS 6.3	Place Date
NRKMS 7	Function		*Element qualifiers*
		NRKMS 7.1	Function Descriptor
		NRKMS 7.2	Activity Descriptor
		NRKMS 7.3	Transaction Descriptor
			Value components
		NRKMS 7.4	Identifier
		NRKMS 7.5	Date
		NRKMS 7.6	Description
NRKMS 8	Relation		*Value components*
		NRKMS 8.1	Related Entity Identifier
		NRKMS 8.2	Relationship Type
		NRKMS 8.3	Relationship Date
		NRKMS 8.4	Relationship Mandate
		NRKMS 8.5	Relationship Business Rules
NRKMS 9	Description	None	None
NRKMS 10	Language	None	None

NRKMS 11 *	Agent		*Element qualifiers*
		NRKMS 11.1	Creator
		NRKMS 11.2	Contributor
		NRKMS 11.3	Recipient
		NRKMS 11.4	Authorising Agent
		NRKMS 11.5	Organisation Responsible [i]
			Value components
		NRKMS 11.6	Identifier
		NRKMS 11.7	Digital signature
NRKMS 12	Subject		*Value components*
		NRKMS 12.1	Subject Identifier
		NRKMS 12.2	Subject Date
		NRKMS 12.3	Subject Description
NRKMS 13	Documentary Form	None	None
NRKMS 14	Preservation		*Element qualifiers*
		NRKMS 14.1	Storage
		NRKMS 14.2	Original Creation Environment
		NRKMS 14.3	Conversion
		NRKMS 14.4	Refreshment
		NRKMS 14.5	Migration
		NRKMS 14.6	Conservation
			Value components
		NRKMS 14.7	Preservation Statement
		NRKMS 14.8	Preservation Date
		NRKMS 14.9	Preservation Mandate
		NRKMS 14.10	Preservation Business Rules
		NRKMS 14.11	Preservation System Specifications
NRKMS 15	Retrieval		*Element qualifiers*

		NRKMS 15.1	Rendering
		NRKMS 15.2	Representation
			Value components
		NRKMS 15.3	Retrieval Statement
		NRKMS 15.4	Retrieval Date
		NRKMS 15.5	Retrieval Mandate
		NRKMS 15.6	Retrieval Business Rules
		NRKMS 15.7	Retrieval System Specifications
NRKMS 16	Disposal		*Element qualifiers*
		NRKMS 16.1	Disposal Authorisation
		NRKMS 16.2	Disposal Sentence
			Value components
		NRKMS 16.3	Disposal Statement
		NRKMS 16.4	Disposal Date
		NRKMS 16.5	Disposal Mandate
		NRKMS 16.6	Disposal Business Rules
		NRKMS 16.7	Disposal Systems Specifications
NRKMS 17	Control		*Element qualifiers*
		NRKMS 17.1	Registration
		NRKMS 17.2	Classification
		NRKMS 17.3	Indexing
		NRKMS 17.4	Context Description
		NRKMS 17.5	Metadata Management
		NRKMS 17.6	Arrangement
			Value components
		NRKMS 17.7	Control Statement
		NRKMS 17.8	Control Date
		NRKMS 17.9	Control Mandate

		NRKMS 17.10	Control Business Rules
		NRKMS 17.11	Control Systems Specifications
NRKMS 18	Access		*Element qualifiers*
		NRKMS 18.1	Access Rights
		NRKMS 18.2	Access Restrictions
		NRKMS 18.3	Access Conditions
		NRKMS 18.4	Security Classification
			Value components
		NRKMS 18.5	Access Statement
		NRKMS 18.6	Access Date
		NRKMS 18.7	Access Mandate
		NRKMS 18.8	Access Business Rules
		NRKMS 18.9	Access Systems Specifications
NRKMS 19	Use		*Element qualifiers*
		NRKMS 19.1	Use Rights
		NRKMS 19.2	Use Restrictions
		NRKMS 19.3	Use Conditions
			Value components
		NRKMS 19.4	Use Statement
		NRKMS 19.5	Use Date
		NRKMS 19.6	Use Mandate
		NRKMS 19.7	Use Business Rules
		NRKMS 19.8	Use Systems Specifications
NRKMS 20	Event History		*Value components*
		NRKMS 20.1	Event Type
		NRKMS 20.2	Event Description
		NRKMS 20.3	Event Identifier
		NRKMS 20.4	Event Date

		NRKMS 20.5	Event History Mandate
		NRKMS 20.6	Event History Business Rules
		NRKMS 20.7	Event History Systems Specifications
		NRKMS 20.8	Action Officer
*	The Agent metadata element should only be used if Agent entity metadata is not employed.		

Agent entity

Agent entity metadata is used to describe all agents in a public office. Agent entity metadata can be applied to individual staff, workgroups or organisations. The guidelines developed to accompany this standard, *Managing Metadata – Strategies for creating and maintaining recordkeeping metadata*, provide specific information about how metadata can be applied to different aggregations of agents.

Number	*Element*	*Number*	*Qualifiers and/or components*
NRKMS 21	Category Type	None	None
NRKMS 22	Identifier		*Element qualifier*
		NRKMS 22.1	Domain
NRKMS 23	Title		*Element qualifiers*
		NRKMS 23.1	Alternative Title
		NRKMS 23.2	Abbreviated Title
			Value component
		NRKMS 23.3	Title Date
NRKMS 24	Date		*Element qualifiers*
		NRKMS 24.1	Commencement
		NRKMS 24.2	Cessation
		NRKMS 24.3	Operational Period
NRKMS 25	Mandate		*Value components*
		NRKMS 25.1	Title
		NRKMS 25.2	Type

		NRKMS 25.3	Identifier
		NRKMS 25.4	Date
		NRKMS 25.5	Description
		NRKMS 25.6	Jurisdiction
NRKMS 26	Place		*Element qualifiers*
		NRKMS 26.1	Business Address
		NRKMS 26.2	Contact Address
			Value component
		NRKMS 26.3	Place Date
NRKMS 27	Function		*Element qualifiers*
		NRKMS 27.1	Function Descriptor
		NRKMS 27.2	Activity Descriptor
		NRKMS 27.3	Transaction Descriptor
			Value components
		NRKMS 27.4	Identifier
		NRKMS 27.5	Date
		NRKMS 27.6	Description
NRKMS 28	Relation		*Value components*
		NRKMS 28.1	Related Entity Identifier
		NRKMS 28.2	Relationship Type
		NRKMS 28.3	Relationship Definition
		NRKMS 28.4	Relationship Date
		NRKMS 28.5	Relationship Mandate
		NRKMS 28.6	Relationship Business Rules
NRKMS 29	Description	None	None
NRKMS 30	Language	None	None

Function entity

Function entity metadata is used to describe all business functions performed by a public office. Function entity metadata can be applied to individual transactions, business activities or broad business functions. The guidelines developed to accompany this standard, *Managing Metadata – Strategies for creating and maintaining recordkeeping metadata*, provide specific information about how metadata can be applied to different aggregations of functions.

Number	*Element*	*Number*	*Qualifiers and/or components*
NRKMS 31	Category Type	None	None
NRKMS 32	Identifier		*Element qualifier*
		NRKMS 32.1	Domain
NRKMS 33	Title		*Element qualifiers*
		NRKMS 33.1	Alternative Title
		NRKMS 33.2	Abbreviated Title
			Value component
		NRKMS 33.3	Title Date
NRKMS 34	Date		*Element qualifiers*
		NRKMS 34.1	Date of Execution
		NRKMS 34.2	Date of Implementation
		NRKMS 34.3	Dates of Validity
NRKMS 35	Mandate		*Value components*
		NRKMS 35.1	Title
		NRKMS 35.2	Type
		NRKMS 35.3	Identifier
		NRKMS 35.4	Date
		NRKMS 35.5	Description
		NRKMS 35.6	Jurisdiction
NRKMS 36	Place		*Element qualifiers*
		NRKMS 36.1	Business Activity Area
		NRKMS 36.2	Service Delivery Point

			Value component
		NRKMS 36.3	Place Date
NRKMS 37	Function		*Element qualifiers*
		NRKMS 37.1	Function Descriptor
		NRKMS 37.2	Activity Descriptor
		NRKMS 37.3	Transaction Descriptor
			Value components
		NRKMS 37.4	Identifier
		NRKMS 37.5	Date
		NRKMS 37.6	Description
NRKMS 38	Relation		*Value components*
		NRKMS 38.1	Related Entity Identifier
		NRKMS 38.2	Relationship Type
		NRKMS 38.3	Relationship Definition
		NRKMS 38.4	Relationship Date
		NRKMS 38.5	Relationship Mandate
		NRKMS 38.6	Relationship Business Rules
NRKMS 39	Description	None	None
NRKMS 40	Language	None	None
NRKMS 41	Business Rules	NRKMS 41.1	Business Rules Identifier
		NRKMS 41.2	Business Rules Date
		NRKMS 41.3	Business Rules Description
		NRKMS 41.4	System Specifications

For more information

For further information about this and other recordkeeping standards and codes of best practice and associated guidance, contact:

State Records   Telephone: (02) 8276 5627
PO Box R625   Facsimile: (02) 8276 5626
Royal Exchange NSW 1225   E-mail: govrec@records.nsw.gov.au
                         Web site: http://www.records.nsw.gov.au.

Below is a list of publications and training courses that provide additional guidance about requirements for recordkeeping metadata and how it can be implemented.

State Records' publications

Standard on Full and Accurate Records

Establishes a set of fundamental principles for making and keeping records in all business environments, issued as a mandatory standard under the terms of Part 2 of the State Records Act.

Standard on Records Management Programs

Provides a set of principles which public offices should use in establishing and maintaining a records management program, issued as a mandatory standard under the terms of Part 2 of the State Records Act.

Standard on Recordkeeping in the Electronic Business Environment

Requires that full and accurate records are made and kept of business conducted in the electronic environment, issued as a mandatory standard under the terms of Part 2 of the State Records Act.

Designing and Implementing Recordkeeping Systems: Manual for NSW Public Offices ('DIRKS' Manual)

Provides detailed information on the application of the methodology for the design and implementation of recordkeeping systems which is articulated in the Australian Standard AS4390-1996 *Records Management*. It can be used as a guide to developing or redesigning a system to meet metadata and business requirements.

All State Records publications are available online, at State Records' Web site: www.records.nsw.gov.au.

State Records' training courses

Managing Electronic Records

Designed for people with responsibility for managing electronic records across an organisation. Provides participants with an overview of strategies and tactics for the effective management of electronic records, with a specific focus on recordkeeping metadata.

Designing and Implementing Recordkeeping Systems

Designed for corporate records managers and other people responsible for managing electronic and paper-based records across an organisation. Provides practical guidance on how to implement the methodology for designing and implementing recordkeeping systems.

Check State Records' Web site for details of the current training calendar and to register for training courses.

Other publications

Australian Standard AS4390-1996 *Records Management*

Endorsed as a code of best practice for the NSW public sector under the terms of s.13 of the *State Records Act*. Sets a benchmark for public offices to follow in all aspects of their records management practices and processes.

The Australian Recordkeeping Metadata Project

Provided the framework for the *NSW Recordkeeping Metadata Standard.* The Project's findings can be accessed via its Web site:

http://www.sims.monash.edu.au/rcrg/research/spirt/index.html (as at 17 May 2001)