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

Part 2: NSW Recordkeeping Metadata Standard – Technical Specification

TABLE OF CONTENTS

Executive summary

Part 1 of the *NSW Recordkeeping Metadata Standard* is an introductory document which provides an overview of the standard's metadata requirements. Part 2 of the standard, the *NSW Recordkeeping Metadata Standard – Technical Specification*, describes each component of the standard in full. The technical specification provides basic implementation guidance about the standard's requirements and a discussion about the purpose of each requirement.

The *NSW Recordkeeping Metadata Standard* is a technical standard that NSW public offices must follow when implementing metadata strategies in their records systems, or other business systems used to make and keep records. Public offices may implement the components of the standard that are appropriate to their requirements and operations. Further guidance on implementation of the standard is provided in *Managing Metadata: Strategies for creating and maintaining recordkeeping metadata*.

Structure

The *NSW Recordkeeping Metadata Standard – Technical Specification* is divided into four sections.

The first section is an introduction which lists all elements, element qualifiers and value components in the *NSW Recordkeeping Metadata Standard* and explains the manner in which the elements of the *NSW Recordkeeping Metadata Standard* are presented.

The second section outlines all elements, element qualifiers and value components in the Record entity of the *NSW Recordkeeping Metadata Standard*. The third section outlines all elements, element qualifiers and value components in the Agent entity of the *NSW Recordkeeping Metadata Standard*. Finally, the fourth section outlines all elements, element qualifiers and value components in the *NSW Recordkeeping Metadata Standard's* Function entity.

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 the *Recordkeeping Metadata Standard for Commonwealth Agencies* respectively, contributed significantly to the development of Parts 1 and 2 of the *NSW Recordkeeping Metadata Standard*.

Introduction

Elements, qualifiers and value components in the NRKMS

The following tables list all elements, element qualifiers and value components contained in the *NSW Recordkeeping Metadata Standard*.

Version control

All data values in this standard have the version number of *Exposure Draft Version 1.0*

Record entity

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

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

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

Presentation of information in the standard

Element registration sheet

In the standard, metadata elements are presented in the following standard format:

Entity	States whether this metadata description applies to a record, agent or function
Name	Indicates the title of a metadata element
Registration number	Shows the number that uniquely identifies an element within this standard
Definition	Describes an element and the objectives it is designed to fulfil
Purpose	Indicates the business and recordkeeping processes an element facilitates
Element qualifiers	Lists any element qualifiers associated with an element As indicated in the *Definitions* section of the *NSW Recordkeeping Metadata Standard*, element qualifiers refine the meaning of a data value. For example, the element qualifier 'Abbreviated' when used in conjunction with the Title element indicates that the data value is the abbreviated title of the record.
Value components	Lists any value components associated with an element As indicated in the *Definitions* section of the *NSW Recordkeeping Metadata Standard*, value components break data values into their component parts. For example, value components associated with the Disposal element create separate metadata fields for information about the date of the disposal decision and the mandate for it.
Scheme	Names any schemes used within an element As indicated in the *Definitions* section of the *NSW Recordkeeping*

	Metadata Standard, schemes can also be referred to as value qualifiers. Schemes indicate how a data value should be understood or where it should be derived from. For example, in the title element, the value '*Keyword AAA*, revised 1998' could be used against the data value 'Community Relations – Enquiries' to indicate that this data comes from the Keyword AAA thesaurus. In relation to schemes, public offices will need to determine at an organisational level the schemes that are appropriate to use within their business environment. Schemes could include *Keyword AAA*, ISO standards such as the standard for date encoding, ISO 8601, or an office's own functional disposal authority. Suggested schemes have been listed within appropriate element, qualifier and value component descriptions below. If it is appropriate in your organisation, schemes can be used for all elements. 'Recommended schemes' are referred to frequently through the standard. These represent schemes State Records recommends for use when completing a particular element, qualifier or value component. Recommended schemes are not mandatory but are regarded as best practice.
Recommended obligation	Public offices may implement the components of the standard that are appropriate to their own requirements and operations. This field is used to indicate State Records' recommendations for the use of an element. The values shown are 'recommended mandatory' or 'recommended optional'. Public offices may choose to implement the 'recommended optional' elements if they have a business need to do so or if they wish to follow the extent of the standard's best practice recommendations.
Conditions of use	Outlines any conditions that need to be considered when using an element For example, the *Conditions of use* area is used to provide advice about when it would be appropriate to use an element, or the types of records, agents or functions it should be used in relation to.
Applicability	Indicates when it is appropriate to use an element
Repeatability	Indicates whether an element can be used more than once to describe or refine the description of a particular entity
Comments	Contains comments about the use or implementation of an element

Element qualifier and value component registration sheet

In the standard, element qualifiers and value components are presented in the following standard format:

Entity	States whether an element qualifier or value component applies to

	a record, agent or function
Name	Indicates the title of an element qualifier or value component
Registration number	Shows the number that uniquely identifies an element qualifier or value component within this standard
Value type	States whether this data value is an element qualifier or value component
Purpose	Indicates the business and recordkeeping processes an element qualifier or value component facilitates
Scheme	Names any schemes used within a qualifier or component
	As indicated in the *Definitions* section of the *NSW Recordkeeping Metadata Standard,* schemes can also be referred to as value qualifiers. Value qualifiers indicate how a data value should be understood or where it was derived from, through reference to an external reference point. For example, the value qualifier '*Keyword AAA*, revised 1998' could be used against the Title data value 'Community Relations – Enquiries' to indicate that this data comes from the Keyword AAA thesaurus.
	In relation to schemes, public offices will need to determine at an organisational level the schemes that are appropriate to use within their business environment. Schemes could include Keyword AAA, ISO standards such as the standard for date encoding, ISO 8601, or an office's own functional disposal authority. Suggested schemes have been listed within appropriate element, qualifier and value component descriptions below.
	'Recommended schemes' are referred to frequently through the standard. These represent schemes State Records recommends for use when completing a particular element qualifier or value component. Recommended schemes are not mandatory but are regarded as best practice.
Recommended obligation	Public offices may implement the components of the standard that are appropriate to their own requirements and operations. This field is used to indicate State Records' recommendations for the use of an element qualifier or value component. The values shown are 'recommended mandatory' or 'recommended optional'.
	Public offices may choose to implement the 'recommended optional' element qualifiers and value components if they have a business need to do so or if they wish to follow the extent of the standard's best practice recommendations.
Conditions of use	Outlines any conditions that need to be considered or incorporated when using an element qualifier or value component
	For example, the *Conditions of use* area is used to provide advice about when it would be appropriate to use an element qualifier or value component, or the types of records, agents or functions they should be used in relation to.

Applicability	Indicates when it is appropriate to use an element qualifier or value component
Repeatability	Indicates whether the element qualifier or value component can be used more than once to describe or refine the description of a particular entity
Comments	Contains comments about the use or implementation of an element qualifier or value component

ELEMENTS IN THE NSW RECORDKEEPING METADATA STANDARD:

RECORD ENTITY

NRKMS 1   Category Type

Entity	RECORD
Name	CATEGORY TYPE
Registration Number	NRKMS 1
Definition	Identifies the type of record or group of records being described. The Category Type element should indicate the level of aggregation of the record described. That is, a system should be able to indicate whether a record is an: <table><tr><td>• Item</td><td>An item is a single record, such as an email message, report or minute</td></tr><tr><td>• File</td><td>A file is a group of related records, usually documenting the same transaction, which may or may not be physically collocated.</td></tr><tr><td>• Series</td><td>A series is a group of items or files that are maintained in the same filing system, result from the same business activity and/or exist in a similar format.</td></tr><tr><td>• Records system</td><td>A records system is a system that captures and keeps records of an organisation's business activities. A records system may be comprised of numerous different series or other aggregations of records. An organisation may have one or several records systems.</td></tr></table> If your organisation groups records in some other form of aggregation, this should be indicated as a preferred Category Type.
Purpose	• categorise records • facilitate understanding of the type of record being described • enable searches to be restricted to records at a particular level of aggregation

Element qualifiers	None
Value components	None
Recommended obligation	Recommended mandatory
Default value	None
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Not repeatable
Comments	**Means of satisfying this requirement** The identification of different aggregations of records can be achieved by a variety of means. One such means is to use icons in records systems that correlate with assigned values. Business systems generally contain one type of record. In these systems, one Category Type description could be applied to the entire system.

NRKMS 2   Identifier

Entity	RECORD
Name	**IDENTIFIER**
Registration number	NRKMS 2
Definition	States the unique identification of a record or a group of records An identifier will most frequently be a group of numbers or could be an alpha-numeric mix.
Purpose	• uniquely identify records • ensure records are locatable • facilitate use of records • act as a reference point for the record described • provide a link to the record's description and act as a link to other related entities
Element qualifiers	NRKMS 2.1 Barcode
Value components	NRKMS 2.2 Domain
Scheme	**Possible schemes:** • public office classification and numbering schemes • series numbers provided by State Records • system generated control numbers
Recommended obligation	Recommended mandatory
Conditions of use	**Differences between titles and identifiers** A record identifier is generally a numeric identifier and a record title is generally a textual identifier. Both record titles and record identifiers provide means by which records can be identified. It is recommended that both forms of identification, if they exist, be used. See NRKMS 3 for further information about record title requirements.
Applicability	Applicable at each level of aggregation

Repeatability	Repeatable. It may be necessary to repeat identifier information, as a record can have multiple identifiers, such as a number and a barcode number.
Comments	**Identification at the item level** It is the recommendation of this standard that all items within a public office be uniquely identified. In particular, those public offices using document management systems should ensure that all items have an identifier that enables them to be uniquely identified within the public office. However if, in paper systems, public offices do not identify records at item level, this standard does not constitute a requirement for them to now do so. **Multiple identifiers** A record may have a variety of identifiers, such as a number and a barcode to facilitate its location and control. All identifiers will need to be managed but one will become the mechanism by which the record is identified through time. The choice of identifier that will apply to records through time should be standard through a public office. **Identifiers necessary for transfer** Records will require a State Records specific series level identifier before they can be transferred to State Records or managed under distributed management agreements. To obtain a State Records specific series number in advance of records transfer, please contact State Records.

NRKMS 2.1   Barcode

Entity	**RECORD**
Name	**BARCODE**
Registration number	NRKMS 2.1
Value type	Element qualifier
Definition	Indicates that the identifier is a barcode number used to uniquely identify the record for location and control purposes
Purpose	• uniquely identify records • ensure records are locatable

	• facilitate use of records
Scheme	**Recommended scheme:** Public office defined barcode identification scheme
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	This qualifier could be applicable at the item, file and/or series level. In most environments, however, it is only used as an identifier at the file level.
Repeatability	Repeatable
Comment	None

NRKMS 2.2   Domain

Entity	**RECORD**
Name	**DOMAIN**
Registration number	NRKMS 2.2
Value type	Value component
Definition	Indicates the environment in which the identifier is meaningful or the environment in which the identifier uniquely identifies a record or group of records
Purpose	• ensure identifiers are meaningful • facilitate accessibility and use of records
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** This component should only be used when a record or group of records have not been assigned an identifier that is unique in the global domain. That is, if a public office assigns identifiers which enable records to be uniquely identified irrespective of the environment in which they are located, it will not have to use this component. If however, a public office uses a standard numbering scheme for its files, such as an annual single number system, and does not give its records any additional identifiers, the Domain value

	component should be used in order to identify the area in which this identifier is relevant, understood and unique.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comment	**Recommended value** The value for this component should either be the name of the public office, or the name of an area or office within the public office, in conjunction with the name of the public office. For example, a domain in which an identifier is unique could be 'Government Recordkeeping, State Records Authority of NSW'

NRKMS 3   Title

Entity	RECORD
Name	TITLE
Registration number	NRKMS 3
Definition	States the name of a record or group of records
Purpose	• assist in the identification and differentiation of records • facilitate searching and retrieval • if using classification schemes, to describe the functions documented in or the content of a record
Element qualifiers	NRKMS 3.1 Alternative Title NRKMS 3.2 Abbreviated Title
Value components	NRKMS 3.3 Title Date
Scheme	**Optional schemes:** • *Keyword AAA* (revised 1998) and/or • Public office specific Merged Thesaurus
Recommended obligation	Recommended mandatory
Default value	None
Conditions of use	**Use of schemes** If a controlled language such as *Keyword AAA* is used within the public office, users could be prompted to use this when titling records
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable [1]
Comments	Incorporation of other data values into the Title element If a public office uses *Keyword AAA* and/or its own functional thesaurus to title its records there will potentially be some duplication between the contents of this element and the *Function* element. For descriptive and searching

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[1] Titles would be repeated in order to capture a range of variations to the title within the system. For example, in order to facilitate searching, it may be useful to capture the alternative or abbreviated titles of records, as well as their full titles. The element qualifiers *Alternative* and *Abbreviated* should be used to indicate these variations to the record title.

	purposes, however, it is felt that this level of duplication is warranted. It is also possible that record titles will also incorporate some of the data values within the Date (NRKMS 4) or Documentary Form (NRKMS 13) elements. This will depend on titling procedures adopted within public offices.

NRKMS 3.1   Alternative Title

Entity	RECORD
Name	ALTERNATIVE TITLE
Registration number	NRKMS 3.1
Value type	Element qualifier
Definition	Indicates that the title provided is the alternative title by which the record is known
Purpose	• facilitate searching and retrieval
Scheme	**Optional schemes:** • *Keyword AAA* (revised 1998) and/or • Public office specific Merged Thesaurus
Recommended obligation	Recommended optional
Default value	None
Conditions of use	**When to use this qualifier** This qualifier should only be used to include additional search terms within a system. The alternative title of a record should only be provided if the record's full title has also been captured.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comment	None

NRKMS 3.2   Abbreviated Title

Entity	**RECORD**
Name	**ABBREVIATED TITLE**
Registration number	NRKMS 3.2
Value type	Element qualifier
Definition	Indicates that the title provided is an abbreviation of the title by which the record is known
Purpose	• facilitate searching and retrieval
Scheme	**Optional schemes:** • *Keyword AAA* (revised 1998) and/or • Public office specific merged thesaurus
Recommended obligation	Recommended optional
Default value	None
Conditions of use	**When to use this qualifier** This qualifier should only be used to include additional search terms within a system. The abbreviated title of a record should only be provided if the record's full title has also been captured.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comment	None

NRKMS 3.3   Title Date

Entity	**RECORD**
Name	**TITLE DATE**
Registration number	NRKMS 3.3
Value type	Value component
Definition	Indicates the date a title was imposed or the date range during which a title is valid
Purpose	• provide date specificity for accountability or evidential purposes • facilitate searching and retrieval for records of a specific date
Scheme	**Optional scheme:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended optional
Conditions of use	**When to use this value component** If required, the Title Date value component can be used with both the Title element and its element qualifiers to indicate specifically when a title was applied or the period during which it was appropriate.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 4   Date

Entity	RECORD
Name	DATE
Registration Number	NRKMS 4
Definition	Specifies the date or collection of dates applicable to a record or group of records
Purpose	• provide date and time specificity • contribute to evidential value • contribute to accountability • facilitate searching and retrieval
Element qualifiers	NRKMS 4.1 Creation Date NRKMS 4.2 Registration Date NRKMS 4.3 Transfer Date NRKMS 4.4 Contents Date Range
Value components	None
Scheme	**Recommended scheme:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times* [i]
Recommended obligation	**Use of element qualifiers** The Date element should not be used by itself but should be used in conjunction with its element qualifiers. The qualifiers associated with this element are identified in the following tables.
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None
	[i] These standards recommend that dates be presented in the form year-month-day (YYYY-MM-DD). For example, the date 30 June 2000 would be represented as 2000-06-30. See *Managing Metadata – Strategies for creating and maintaining recordkeeping metadata* for more information

	about these standards.

NRKMS 4.1   Creation Date

Entity	**RECORD**
Name	**CREATION DATE**
Registration Number	NRKMS 4.1
Value Type	Element qualifier
Definition	Indicates the date a record or group of records was created. This can be the date a record item was created in its final form or the date a file or series was first created
Purpose	• provide date and time specificity • contribute to evidential value • contribute to accountability and authenticity • facilitate searching and retrieval
Scheme	**Recommended scheme:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended mandatory
Conditions of use	**Recommended data value** The standard value should be system date/time at creation
Applicability	Applicable at all levels of aggregation
Repeatability	Not repeatable
Comment	**Similarity to date of registration** It is possible that the date of creation for some records may be the same as the date of registration. This duplication is warranted within the system, as both are important dates and/or times to capture for evidential and informational purposes. **Aggregations of records** In relation to aggregations of records, the value for this qualifier could be a date range – for example a series could have been created between 1998 – 2002.

NRKMS 4.2   Registration Date

Entity	RECORD
Name	**REGISTRATION DATE**
Registration number	NRKMS 4.2
Value type	Element qualifier
Definition	Indicates that the date shown is the date the record item, file or series was registered or incorporated into an organisational records or business system
Purpose	• provide date and time specificity • contribute to evidential value • contribute to accountability and authenticity • facilitate searching and retrieval
Scheme	**Recommended scheme:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended mandatory
Conditions of use	**Recommended data value** The standard value should be system date/time at registration
Applicability	Applicable at all levels of aggregation
Repeatability	Not repeatable
Comment	**Registration information within Event History** There is potential duplication between this qualifier and the Event History element as registration information is also recommended as a component of this element. Date of registration is a standard component of audit log information captured within most records systems and is therefore a component of the Event History metadata at NRKMS 20. Registration Date has also been separately incorporated in the Date element as it is preferred practice in some organisations and systems to separate this information from the standard audit log that provides most Event History metadata.

NRKMS 4.3   Transfer Date

Entity	**RECORD**
Name	**TRANSFER DATE**
Registration number	NRKMS 4.3
Value type	Element qualifier

Definition	Indicates the date a record was or is to be transferred to:
	
	  - another organisation that has assumed custody and control of the record
	
	  - a secondary storage provider or
	
	  - State Records

Purpose	• provide date and time specificity • contribute to evidential value • contribute to accountability • facilitate searching and retrieval
Scheme	**Recommended scheme:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended optional
Conditions of use	**When to use this qualifier** This qualifier should only be used when records are or have been transferred. When records have been transferred, the relevant *Place* metadata element should be updated to indicate the new virtual or physical location of the transferred material. **Recommended data value** The standard value should be system date/time at transfer
Applicability	Can be applied to all levels of aggregation, but it most appropriate at higher levels of aggregation, such as series or recordkeeping system
Repeatability	Repeatable
Comment	None

NRKMS 4.4   Contents Date Range

Entity	**RECORD**
Name	**CONTENTS DATE RANGE**
Registration number	NRKMS 4.4
Value type	Element qualifier
Definition	Indicates the date range of a record or group of records
Purpose	• provide date and time specificity • contribute to evidential value • contribute to accountability • facilitate searching and retrieval
Scheme	**Recommended scheme:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Can be applied at any level of aggregation, but this qualifier will generally only be used in relation to files, series or other aggregations of records
Repeatability	Not repeatable
Comments	None

NRKMS 5   Mandate

Entity	RECORD
Name	MANDATE
Registration number	NRKMS 5
Definition	Identifies and provides information about the instrument that imposes a requirement to make and keep a record or group of records. Mandates can be internal or external. Internal mandates include policy, administrative instructions, business decisions or authorisations. External mandates include laws, regulations, standards or statements of best practice etc. that incorporate requirements to make and keep records.
Purpose	• identify a source of recordkeeping requirements • provide justification for the creation or management of a record or group of records • demonstrate compliance with legislative or other requirements
Element qualifiers	None
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
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**Type of mandate information** Mandate metadata should generally be used to reference mandates requiring records creation. This is because other mandates relating to recordkeeping activities could, if required, be referenced within the Mandate value component of elements *Preservation*, *Retrieval*, *Appraisal*, *Control*, *Access* and *Use* (NRKMS 14 – NRKMS 19).
Assigned value	None

Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**Identification of mandate information** Much of the information required within this element would be identified during development of functional classification schemes, functional disposal authorities or in completing Steps A, B and C of the *DIRKS Manual* (available online at the State Records Web site).

NRKMS 5.1 Mandate Title

Entity	**RECORD**
Name	**MANDATE TITLE**
Registration number	NRKMS 5.1
Value type	Value component
Definition	Identifies the name of the mandate
Purpose	• identify a source of recordkeeping requirements • facilitate searching for records that fulfil a particular mandate or requirement
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**Minimum Mandate description** When using value components to describe a mandate, the description should at least make use of the *Mandate Title* and *Mandate Type* value components in order to effectively describe the mandate.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 5.2   Mandate Type

Entity	RECORD
Name	**MANDATE TYPE**
Registration number	NRKMS 5.2
Value type	Value component
Definition	Identifies the type of mandate that is being described
Purpose	• identify the type of mandate providing recordkeeping requirements • facilitate searching for records that fulfil a particular type of mandate
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**Minimum Mandate description** When using value components to describe a mandate, the description should at least make use of the *Mandate Title* and *Mandate Type* value components in order to effectively describe the mandate.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**Possible values:** Possible values for this component include: • legislation • formal directive • industry regulation • best practice standard • internal business requirement • community expectation

NRKMS 5.3   Mandate Identifier

Entity	RECORD
Name	**MANDATE IDENTIFIER**
Registration number	NRKMS 5.3
Value type	Value component
Definition	States means by which a mandate executed within a record or group of records can be identified
Purpose	• identify a mandate providing recordkeeping requirements • facilitate searching for records that fulfil a particular mandate
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**Identifier reference** This element can also refer to a particular reference within the mandate, such as a section or paragraph

NRKMS 5.4   Mandate Date

Entity	RECORD
Name	**MANDATE DATE**
Registration number	NRKMS 5.4
Value type	Value component
Definition	Specifies the date the mandate came into effect and/or proposed dates of review
Purpose	• provide date specificity for accountability or evidentiary purposes • facilitate searching and retrieval for mandates of a particular period

Scheme	**Optional scheme:**
	Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange – Representation of dates and times*
Recommended obligation	Recommended optional
Conditions of use	None
Assigned value	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 5.5   Mandate Description

Entity	**RECORD**
Name	**MANDATE DESCRIPTION**
Registration number	NRKMS 5.5
Value type	Value component
Definition	Provides a free text description of the mandate
Purpose	• explain or more fully describe a mandate • facilitate searching for records that fulfil a particular mandate
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**Duplication of mandate information** This element should contain a textual description of a mandate. It should not duplicate information that could be contained in other value components associated with the Mandate element.
Assigned value	None
Applicability	Applicable to all levels of aggregation
Repeatability	Repeatable

Comments	**Sources of descriptive information** The data value for this component could be derived from the mandate itself, such as the introduction to a piece of legislation or the scope statement of a policy document. Alternatively it could be a free text description of the mandate.

NRKMS 5.6   Mandate Jurisdiction

Entity	**RECORD**
Name	**MANDATE JURISDICTION**
Registration number	NRKMS 5.6
Value type	Value component
Definition	Indicates the jurisdiction in which a mandate operates
Purpose	• facilitate searching for records that document requirements affecting a particular area
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Assigned value	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**Example of jurisdiction information** An example of a particular jurisdiction could be Regional and Rural NSW. A public office could use the Jurisdiction component to tag all the records it has created in response to government requirements relating to regional and rural NSW. This component can therefore help public offices document and calculate their responses to this and other official government requirements.

NRKMS 6   Place

Entity	**RECORD**
Name	**PLACE**
Registration number	NRKMS 6
Definition	Identifies the physical or virtual location of a record
Purpose	• facilitate searching for and retrieval of records • contribute to useability of records • enable public offices to track a record's location • help public offices to ascertain that records are stored in appropriate storage conditions
Element qualifiers	NRKMS 6.1 Store Location NRKMS 6.2 Current Location
Value components	NRKMS 6.3 Date
Scheme	None
Recommended obligation	**Use of element qualifiers** The Place element should not used by itself but should be used in conjunction with its element qualifiers. The qualifiers associated with this element are identified in the following tables.
Conditions of use	**When to use this element** This element should be used for active records in agency custody, but also to identify the location of records whose storage has been outsourced to a storage provider. **Specificity of place information** Place detail provided should be adequately descriptive so that users of the system across an organisation are able to identify the specific location of a record. That is, it would not generally be adequate to say that a record's location is 'Shelf 4'. 'City Office Registry, Bay 1 Shelf 4' is, in contrast, a description that enables a record to be more easily located.
Applicability	Applicable at all levels of aggregation
Repeatability	Not repeatable

Comments	**Place information and electronic records** This element can be used to manage the online (by specifying the server or system records reside in) and offline (by specifying the location of magnetic discs, CDs etc.) storage of electronic records.

NRKMS 6.1   Store Location

Entity	**RECORD**
Name	**STORE LOCATION**
Registration number	NRKMS 6.1
Value type	Element qualifier
Definition	Identifies the standard storage location of a record or group of records
Purpose	• facilitate searching for and retrieval of records • contribute to useability of records • enable public offices to track of a record's location • help public offices to ascertain that records are stored in appropriate storage conditions
Scheme	None
Recommended obligation	Recommended mandatory
Conditions of use	**When to use this qualifier** This qualifier can be used for all types of records, including physical and electronic
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	This element can be used to describe the location electronic records stored in online, offline and nearline storage arrangements. For example, it can be used to indicate which disk or CD ROM an electronic record is stored on or its server location.

NRKMS 6.2   Current Location

Entity	**RECORD**
Name	**CURRENT LOCATION**
Registration number	NRKMS 6.2
Value type	Element qualifier
Definition	Identifies the current location of a record or group of records
Purpose	• facilitate searching for and retrieval of records • contribute to useability of records • enable public offices to keep track of a record's location
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**When to use this qualifier** This qualifier will principally be used in relation to paper records and to electronic records held in offline storage systems
Applicability	Applicable at all levels of aggregation
Repeatability	Not repeatable
Comments	None

NRKMS 6.3 Place Date

Entity	**RECORD**
Name	**PLACE DATE**
Registration number	NRKMS 6.3
Value type	Value component
Definition	Indicates the date that a record was at its specified store location or the date it was moved to its current location
Purpose	• provide date specificity for accountability or evidential purposes • facilitate searching and retrieval of records • enable record collections to be accessible • indicate currency of place data
Scheme	**Optional scheme:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** If required, this value component can be used in conjunction with each of Place's element qualifiers
Assigned value	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 7　　　Function

Entity	RECORD
Name	**FUNCTION**
Registration number	NRKMS 7
Definition	Lists descriptor/s used to identify the business documented in the record
Purpose	• relate a record to the business function it documents • enable records to be classified by business function • facilitate sentencing at creation • facilitate allocation of user and security permissions • provide evidence of the transaction of particular business functions • provide a means by which the transaction of a particular business function can be measured • facilitate searching for and retrieval of records documenting a particular business 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
Scheme	**Recommended schemes:** • *Keyword AAA* (revised 1998) and/or • public office specific merged thesaurus
Recommended obligation	Recommended mandatory
Conditions of use	**Rules to consider** If schemes such as *Keyword AAA* are used, the standard rules that govern the use of these schemes should be applied
Applicability	Applicable at all levels of aggregation

Repeatability	Not repeatable
Comments	**Function information as mandatory information** It is anticipated that Function metadata will become mandatory with time. As *Keyword AAA* becomes increasingly adopted and as public offices develop functional disposal authorities, it will become more customary for public offices to capture functional information. This will bring standard practice into line with the recommendations of the Australian Standard, AS 4390 – 1996: *Records Management* and State Records' guidelines. **Duplicated information** If records are titled using a functional thesaurus, there may be some duplication between this element and the title element. This level of duplication is warranted because of the searching and accountability values it facilitates.

NRKMS 7.1   Function Descriptor

Entity	**RECORD**
Name	**FUNCTION DESCRIPTOR**
Registration number	NRKMS 7.1
Value type	Element qualifier
Definition	Identifies the business function documented in the record
Purpose	• relate a record to the business function it documents • enable records to be classified by business function • facilitate sentencing at creation • facilitate allocation of user and security permissions • provide evidence of the transaction of particular business functions • provide a means by which the transaction of a particular business function can be measured • facilitate searching for and retrieval of records documenting a particular business function
Scheme	**Recommended schemes:** • *Keyword AAA* (revised 1998) and/or

	• public office specific merged thesaurus
Recommended obligation	Recommended optional
Conditions of use	**Rules to consider** If schemes such as *Keyword AAA* are used, the standard rules that govern the use of these schemes should be applied
Applicability	Applicable at all levels of aggregation
Repeatability	Not repeatable
Comments	None

NRKMS 7.2   Activity Descriptor

Entity	**RECORD**
Name	**ACTIVITY DESCRIPTOR**
Registration number	NRKMS 7.2
Value type	Element qualifier
Definition	Identifies the business activity documented in the record
Purpose	• relate a record to the business activity it documents • enable records to be classified by business activity • facilitate sentencing at creation • facilitate allocation of user and security permissions • provide evidence of the transaction of particular business activity • provide a means by which the transaction of a particular business activity can be measured • facilitate searching for and retrieval of records documenting a particular business activity
Scheme	**Recommended schemes:** • *Keyword AAA* (revised 1998) and/or • public office specific merged thesaurus
Recommended	Recommended optional

obligation	
Conditions of use	**Rules to consider** If schemes such as *Keyword AAA* are used, the standard rules that govern the use of these schemes should be applied
Applicability	Applicable at all levels of aggregation
Repeatability	Not repeatable
Comments	None

NRKMS 7.3   Transaction Descriptor

Entity	**RECORD**
Name	**TRANSACTION DESCRIPTOR**
Registration number	NRKMS 7.3
Value type	Element qualifier
Definition	Identifies the business transaction or transactions documented in the record
Purpose	• facilitate searching and retrieval • enable records to be classified by business transaction • facilitate sentencing at creation • facilitate allocation of user and security permissions • provide evidence of the transaction of particular business transaction • provide a means by which the transaction of a particular business transaction can be measured • facilitate searching for and retrieval of records documenting a particular business transaction
Scheme	**Recommended schemes:** • *Keyword AAA* (revised 1998) and/or • public office specific merged thesaurus
Recommended obligation	Recommended optional

Conditions of use	**Rules to consider** If schemes such as *Keyword AAA* are used, the standard rules that govern the use of these schemes should be applied
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 7.4   Function Identifier

Entity	**RECORD**
Name	**FUNCTION IDENTIFIER**
Registration number	NRKMS 7.4
Value type	Value component
Definition	Lists the identifier of the function, activity or transaction documented in a record or group of records
Purpose	• allow functions, activities and transactions to be uniquely identified • facilitate searching for records that document the transaction of a particular function or activity
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** Value components can be used in conjunction with each of Function's element qualifiers
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**Meaning of identifier** An identifier is usually a numeric or alphanumeric code which uniquely identifies a function, activity or transaction. The title of a function is another form of function identification which is captured in NRKMS 7.1 – NRKMS 7.3. Not all functions may have a numeric or alphanumeric identifier that can be recorded within this component.

NRKMS 7.5   Function Date

Entity	RECORD
Name	**FUNCTION DATE**
Registration number	NRKMS 7.5
Value type	Value component
Definition	Indicates the date the function documented in the record came into effect and/or proposed dates of review
Purpose	• provide date specificity for accountability or evidentiary purposes • facilitate searching and retrieval for functions, activities or transactions of a particular period
Scheme	**Optional scheme:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** Value components can be used in conjunction with each of Function's element qualifiers
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**Qualification of dates** If dates are used to qualify a function, drop down menus can be used to specify their meaning. For example, drop down menus could be used to indicate that a particular date was the date a function began, concluded or is the date scheduled for its review.

NRKMS 7.6   Function Description

Entity	RECORD
Name	**FUNCTION DESCRIPTION**
Registration number	NRKMS 7.6

Value type	Value component
Definition	Provides a free text description of the function, activity or transaction documented in the record
Purpose	• explain or more fully describe a function, activity or transaction • facilitate searching for records that document a particular function, activity or transaction
Scheme	**Recommended scheme:** • *Keyword AAA* (revised 1998) and/or • public office specific merged thesaurus
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** Value components can be used in conjunction with each of Function's element qualifiers.
Applicable	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**Possible data values for this component** This value component should contain a free text description of a function, activity and/or transaction. The information contained in this component could be the same or similar to that contained within the scope note of a thesaurus.

NRKMS 8 Relation

Entity	RECORD
Name	**RELATION**
Registration number	NRKMS 8
Definition	Identifies and defines a relationship or set of relationships that exists between and/or among records, agents and functions
Purpose	• establish contextual relationships between records and/or the agents and functions to which they relate • provide evidence of a record's relationship to other records, people and functions • allow a chain of evidence to be created by linking related records • link related entities and provide a full picture of an organisation's activities • facilitate understanding of records • facilitate use of records
Element qualifiers	None
Value components	NRKMS 8.1 Related Entity Identifier NRKMS 8.2 Relationship Type NRKMS 8.3 Relationship Definition NRKMS 8.4 Relationship Date NRKMS 8.5 Relationship Mandate NRKMS 8.6 Relationship Business Rules
Scheme	None
Recommended obligation	**Use of element qualifiers** The Relation element should not be used by itself but should be used in conjunction with its value components. The components associated with this element are identified in the following tables.

Conditions of use	One to many rule
	The data values in NRKMS 8 can be one to many. That is, it may be necessary to establish a number of relationships between a record and variety of other entities, including records, agents and functions.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comment	**Importance of relationships** This element is one of the most crucial in the set in that it enables the linkages to be established between the entities described by the metadata standard. The Relation element is the key to establishing the full functionality of the metadata standard and for creating persistent linkages between entities. Public offices however have the option to not incorporate the full functionality of the Relation element. It is possible to use NRKMS 7 Function and NRKMS 11 Agent to document the information that would be indicated by relationship linkages between agent and function entities.

NRKMS 8.1   Related Entity Identifier

Entity	RECORD
Name	**RELATED ENTITY IDENTIFIER**
Registration number	NRKMS 8.1
Value type	Value component
Definition	Identifies the record, agent or function to which this record is related
Purpose	• establish contextual relationships between records and/or the agents and functions to which they relate • provide evidence of a record's relationship to other records, people and functions • allow a chain of evidence to be created by linking related records • link related entities and provide a full picture of an organisation's activities • facilitate use and understanding of records

Scheme	**Possible schemes:** Any schemes that have been adopted to generate the identifiers for records, agents or functions. These include: • public office classification and numbering schemes • Australian Business Numbers (ABNs)
Recommended obligation	Recommended mandatory
Conditions of use	**How to identify related entities** A related record, agent or function should be identified using its unique identifier or, alternatively, its title. **Extra-organisational relationships** If a record or group of records is related to a record or group of records located in another public office, sufficient amounts of identifying information should be provided to ensure that the related records can be identified, irrespective of the domains in which they are located. This rule also applies to related agents and functions located in other public offices.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 8.2   Relationship Type

Entity	RECORD
Name	**RELATIONSHIP TYPE**
Registration number	NRKMS 8.2
Value type	Value component
Definition	Identifies and defines the nature of the relationship between the record and the entity or entities to which it is related For example, the Relationship Type value component could indicate that a relationship between two records is a previous/subsequent relationship, or that an item is contained in a particular series or that a particular business function is manifest in a record series. A detailed typology as shown below can be used to indicate relationship types.
Purpose	• facilitate understanding of a relationships • enable evidential depiction of relationships between records, agents and functions • provide context for records, agents and functions • provide meaningful linkages between related entities
Scheme	None
Recommended obligation	Recommended mandatory
Conditions of use	**What Relationship Type data should indicate** Relationship Type metadata should indicate the type of entities a relationship exists between. That is, it should be possible to understand that a relationship exists between a record and an agent. The metadata should then be capable of indicating or inferring the type of relationship that exists between them. For example, that the agent identified is the agent who authored the record.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable This value is repeatable as a record may have the same relationship with more than one record, agent or function or a record may have more than one relationship with a record, agent or function.

Comments	Possible relationship types: A large range of possible values can be used with this component. These include:
	Record to record Previous record Subsequent record Controls Controlled by Contains Is part of
	Record to agent Created by Contributed to by Authorised by Received by Owned by
	Record to function Documents Required by
	Agent to agent Previous agent Subsequent agent Contains Is part of
	Agent to record Creates Contributes to Authorises

	Receives
	Owns
	Agent to function
	Performs
	Function to function
	Previous function
	Subsequent function
	Contains
	Is part of
	Function to record
	Generates
	Function to agent
	Performed by
	Development of organisational value types
	Public offices can use the above as values for this qualifier or can devise their own data values that are specific to their business needs.
	Drop down menus
	The different types of relationships specified in the list above can be selected via the use of drop down menus, if this is an appropriate option for the public office.

NRKMS 8.3   Relationship Date

Entity	**RECORD**
Name	**RELATIONSHIP DATE**
Registration number	NRKMS 8.3
Value type	Value component
Definition	Provides the start and/or end date for a relationship between a record, agent or function
Purpose	• place relationship in time

	• provide evidential record of when a relationship existed
	• facilitate understanding
	• provide meaningful linkages between related entities
Scheme	**Optional:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 8.4   Relationship Mandate

Entity	**RECORD**
Name	**RELATIONSHIP MANDATE**
Registration number	NRKMS 8.4
Value type	Value component
Definition	Describes the mandate that establishes the relationship between a record and another record, agent or function
Purpose	• provide justification for relationship
	• facilitate understanding of relationship
	• provide meaningful linkages between related entities
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable

Comments	None

NRKMS 8.5   Relationship Business Rules

Entity	**RECORD**
Name	**RELATIONSHIP BUSINESS RULES**
Registration number	NRKMS 8.5
Value type	Value component
Definition	Describes the business rules governing the relationships between a record and another record, agent or function
Purpose	• provide accountability for relationships between records and other entities • contextualise relationships between records and other entities • provide the rules to govern the automatic creation of relationships between records and other entities
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 9   Description

Entity	**RECORD**
Name	**DESCRIPTION**
Registration number	NRKMS 9
Definition	Provides a free text description of the contents of a record or record collection
Purpose	• facilitate searching and retrieval • enable users to determine whether a particular record is of specific use or interest to them
Element qualifiers	None
Value components	None
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**Information duplication** The Description element should not include or duplicate information contained within other metadata elements.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**Précis** Descriptive detail that could be included in this element could include abstract or précis information

NRKMS 10   Language

Entity	RECORD
Name	**LANGUAGE**
Registration number	NRKMS 10
Definition	Identifies the language or script in which a record is recorded
Purpose	• facilitate searching and retrieval • limit searches to records of a particular language
Element qualifiers	None
Value components	None
Scheme	**Recommended schemes:** • RFC 1766, 'Tags for the identification of languages' • Certain public offices may also have their own internal schemes or abbreviations for identifying languages. These can be used if they are the accepted standard within the organisation.
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**Type of language** This element should refer to the natural language in which the record is written, not any artificial languages such as computer languages. **Standard values** Depending on the nature of the public office's business, 'English' could be used as a standard value. Alternatively its code in RFC 1766, *Tags for the Identification of Languages*, can be used as the assigned value – en [RFC 1766] [2]

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[2] Further information about RFC 1766, *Tags for the Identification of Languages*, March 1995, is accessible via http://info.internet.isi.edu/in-notes/rfc/files/rfc1766.txt (as at September 2000)

NRKMS 11   Agent

Entity	RECORD
Name	**AGENT**
Registration number	NRKMS 11
Definition	Identifies the person/s, work group/s or organisation/s involved in record creation or with responsibility for a record or a group of records
Purpose	• ensure accountability by identifying persons or organisations responsible for a record • provide context of record creation • facilitate searching and retrieval
Element qualifiers	NRKMS 11.1 Agent Creator NRKMS 11.2 Agent Contributor NRKMS 11.3 Recipient NRKMS 11.4 Authority NRKMS 11.5 Organisation Responsible
Value components	NRKMS 11.6 Agent Identifier NRKMS 11.7 Digital Signature
Scheme	**Recommended scheme:** • OIT's White Pages X.500 directories for both personal and organisational names
Recommended obligation	**Use of element qualifiers** The Agent element should not be used by itself but should be used in conjunction with its element qualifiers. The qualifiers associated with this element are identified in the following tables.
Conditions of use	**When to use Agent element** The Agent metadata element should only be used if Agent and Function entity metadata is not employed. **Presentation of personal names** It is recommended that personal names be presented in the order family name followed by given name. For example, Bloggs, Josephine

Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 11.1   Creator

Entity	**RECORD**
Name	**CREATOR**
Registration number	NRKMS 11.1
Value type	Element qualifier
Definition	Identifies the person or workgroup that authored a record, or the organisation responsible for creating a series or other collection of records. At the item level the creator would be would be the document author, at the file level it could be an individual or work group, or at the series or level of higher aggregation it would be an organisation.
Purpose	• ensure accountability and evidence by identifying persons or organisations responsible for a record • provide context of record creation • facilitate searching and retrieval
Scheme	None
Recommended obligation	Recommended mandatory
Conditions of use	**Use of additional descriptive information** If the Creator is an individual, a position title and, if relevant, a section title should also appear with their name
Applicability	Applicable at all levels of aggregation – a creator can be an individual, workgroup or agency
Repeatability	Repeatable
Comments	None

NRKMS 11.2   Contributor

Entity	RECORD
Name	**CONTRIBUTOR**
Registration number	NRKMS 11.2
Value type	Element qualifier
Definition	Indicates that the agent listed is the person or workgroup that contributed to the creation of a record or file, or an organisation responsible for contributing to a series or other aggregation of records.
Purpose	• ensure accountability and evidence by identifying persons or organisations responsible for contributions to a record • provide context of record creation • facilitate searching and retrieval
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**Use of additional descriptive information** If the contributor is an individual, a position title and, if relevant, a section title should also appear with their name
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 11.3   Recipient

Entity	**RECORD**
Name	**RECIPIENT**
Registration number	NRKMS 11.3
Value type	Element qualifier
Definition	Indicates that the agent listed received but did not author the document
Purpose	• ensure accountability by identifying persons who read or received a record • ensure evidentiality by identifying persons who read or received a record
Scheme	None
Recommended obligation	Optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation. However, this element would generally be used at the item level and would usually describe individuals rather than workgroups or organisations.
Repeatability	Repeatable
Comments	**Use of additional descriptive information** A position title and, if relevant, a section title should also appear with the recipient's name. **Justification for inclusion of this qualifier** Although recipient information is generally an implicit part of the item level record itself, it has been included as an explicit metadata requirement. This information is generally useful for facilitating searching and also helps to contextualise records and so has been included as an optional requirement within the standard.

NRKMS 11.4   Authorising Agent

Entity	RECORD
Name	**AUTHORISING AGENT**
Registration number	NRKMS 11.4
Value type	Element qualifier
Definition	Indicates that the agent listed is responsible for authorising a record or the transaction it documents. A position title should also appear with the name of the Authority agent.
Purpose	• ensure accountability and evidence by identifying persons who authorised a record • ensure evidentiality by identifying persons who authorised a record • provide validation of a record's authorisation
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation, although it is most likely to be used at the item level
Repeatability	Repeatable
Comments	None

NRKMS 11.5   Organisation responsible

Entity	**RECORD**
Name	**ORGANISATION RESPONSIBLE**
Registration number	NRKMS 11.5
Value type	Element qualifier
Definition	Identifies the organisation responsible for the record. Usually this organisation will be the organisation in which the record was created. Alternatively, the organisation responsible may not have created the records, but as the result of administrative change now has responsibility for them.
Purpose	• ensure accountability and evidence by identifying the organisation responsible for a record • facilitate searching and retrieval
Scheme	None
Recommended obligation	Recommended mandatory
Conditions of use	None
Applicability	Applicable to all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 11.6   Agent Identifier

Entity	**RECORD**
Name	**AGENT IDENTIFIER**
Registration number	NRKMS 11.6
Value type	Value component
Definition	Provides the unique identifier for an agent. This will usually be a numeric identifier.
Purpose	• uniquely identify the agent or agents related to a record • facilitate searching for records of a specific agent
Scheme	**Recommended schemes:**

	• NSW Public Service Serial Number • Australian Business Number (ABN)
Recommended obligation	Recommended optional
Conditions of use	**Use of only one identifier** A person or organisation may have more than one identifier, but only one identifier per person or organisation should be used within the records system. **Use of value components** This value component can be used in conjunction with each of Agent's element qualifiers. The Agent Identifier value component may could be used to provide additional specificity about agent entities or to increase the evidentiality of agent information.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 12   Subject

Entity	**RECORD**
Name	**SUBJECT**
Registration number	NRKMS 12
Definition	Identifies the subject or topic of a record. The terms used should adequately reflect the content of the record.
Purpose	• facilitate searching and retrieval • classify records by subject
Element qualifiers	None
Value components	NRKMS 12.1 Subject Identifier NRKMS 12.2 Subject Date NRKMS 12.3 Subject Description
Scheme	**Possible schemes:** • public office defined classification system • Library of Congress Subject Headings (LCSH)
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**Functional and subject classification** Public offices within NSW are encouraged to adopt functional rather than subject based classification. For more information about the benefits associated with functional classification, please contact State Records.

NRKMS 12.1   Subject Identifier

Entity	RECORD
Name	SUBJECT IDENTIFIER
Registration number	NRKMS 12.1
Value type	Value component
Definition	Provides the identifier of the subject documented in the record
Purpose	• allow subject terms to be uniquely identified • facilitate searching for records that document the transaction of a particular subject
Scheme	**Possible scheme:** • public office defined classification system
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 12.2   Subject Date

Entity	RECORD
Name	SUBJECT DATE
Registration number	NRKMS 12.2
Value type	Value component
Definition	Indicates the date the subject documented in the record came into effect and/or proposed dates of review
Purpose	• provide date specificity for accountability or evidential purposes • facilitate searching and retrieval for subjects of a particular period
Scheme	**Optional scheme:**

	Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended optional
Conditions of use	**Dating of subject terms** If dates are used to describe subjects, it should be possible to qualify these dates to specify their meaning. Drop down menus could be used to indicate that a particular date was the date a subject term began to be used, stopped being used or is the date scheduled for its review.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 12.3   Subject Description

Entity	**RECORD**
Name	**SUBJECT DESCRIPTION**
Registration number	NRKMS 12.3
Value type	Value component
Definition	Provides a free text description of the subject documented in the record
Purpose	• explain or more fully describe a subject • facilitate searching and retrieval
Scheme	**Possible schemes:** • public office defined classification system • Library of Congress Subject Headings (LCSH)
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable

Comments	Possible data values for this component
	This value component should contain a free text description of a subject. The information contained in this component could be the same or similar to the scope note of a subject thesaurus.

NRKMS 13   Documentary Form

Entity	**RECORD**
Name	**DOCUMENTARY FORM**
Registration number	NRKMS 13
Definition	Identifies the type of record or the form a record takes. The documentary form can govern a record's internal structure or can relate to the activity a record or group of records documents.
Purpose	• facilitate searching and retrieval • provide additional information about the activity or purpose of a record • facilitate understanding or interpretation of the record
Element qualifiers	None
Value components	None
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation, but will be most regularly used at the item and file level. It can also be applied, if required, at the file and series level. For example, this element could be used to indicate a series is a correspondence series or a series of photographs.
Repeatability	Repeatable
Comments	**Duplication of documentary form information** Information in this element may be duplicated by information within the Title (NRKMS 3), Function (NRKMS 7), Description (NRKMS 9) or Subject (NRKMS 12) elements. Public offices should decide whether and in which location this information should most appropriately be captured. **Possible values**

	Agenda	Message
	Application form	Minute
	Audio tape	Memorandum
	Case file	Photograph
	Correspondence	Presentation
	Film	Procedure
	Guideline	Project file
	Instruction	Report
	Letter	Student file
	This list is extensible and is provided for guidance only. Public offices can add to these assigned values to ensure all forms of records they create can be represented by the Documentary Form element.	

NRKMS 14   Preservation

Entity	RECORD
Name	**PRESERVATION**
Registration number	NRKMS 14
Definition	Provides information about a record's physical format and technological dependencies, including storage requirements and migration, refreshment or conservation information
Purpose	• manage the physical requirements of records over time • help public offices maintain the physical accessibility of electronic records in accordance with s14 of the *State Records Act* • alert users to technologies or equipment that may be needed to access particular records • facilitate searching and retrieval by physical details • automate the management of a record's physical dependencies
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
Scheme	**Possible schemes:** • IT standards • Australian or International Standards

Recommended obligation	**Use of element qualifiers** The Preservation element should not be used by itself but should be used in conjunction with its element qualifiers. The qualifiers associated with this element are identified in the following tables. These tables contain details of the mandatory Preservation requirements.
Conditions of use	**Information to be captured in Preservation element** This element reflects a record's current physical dependencies and as a result should be updated when records are migrated etc. Superseded preservation information should be captured within Event History metadata.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**Temporary value records** Minimal amounts of preservation data will generally need to be captured about temporary value records as, if they have been appropriately sentenced, it is unlikely that these records will need to undergo migration or other preservation activities. **Application of a standard default value** Public offices can develop a default value for all Preservation data values. If appropriate, and provided appropriate relationship linkages are in place, this information could be applied at a higher level of aggregation, such as series, rather than to each item. **Current data** The information contained in the element qualifiers and value components of the Preservation element should reflect *current* preservation detail about a record or group of records. Previous preservation information should be reflected in a record's *Event History* data.

NRKMS 14.1   Storage

Entity	**RECORD**
Name	**STORAGE**
Registration number	NRKMS 14.1
Value type	Element qualifier
Definition	Captures a variety of information about the media and format in which a record is stored and relevant technological dependencies. This could include information about: • media format (audio, video, paper etc.) • data format (ASCII, HTML, Word 7 etc.) • medium (CD, DVD, DAT, floppy, microfilm etc.) • extent (size, capacity) • encryption method • compression method • software and hardware dependencies • content structure • physical condition
Purpose	• provide sufficient description of a record's physical state to facilitate its management and to alert a user to its size or medium • help public offices maintain the physical accessibility of electronic records in accordance with s14 of the *State Records Act* • facilitate searching and retrieval • enable forward planning for preservation activities • automate the management of a record's physical dependencies
Scheme	**Possible schemes:** • generic file format titles • IT standards • Australian or International Standards
Recommended	Recommended mandatory for electronic records

obligation	
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**Application of a standard default value** Public offices can develop a default value for all records stored in a particular format. If appropriate, and provided appropriate relationship linkages are in place, this information could also be applied at a higher level of aggregation, such as series, rather than to each item.

NRKMS 14.2   Original Creation Environment

Entity	**RECORD**
Name	**ORIGINAL CREATION ENVIRONMENT**
Registration number	NRKMS 14.2
Value type	Element qualifier
Definition	Captures information about the hardware, software and/or operating system used to originally create and use the record
Purpose	• provide sufficient description of a record's original physical state to facilitate its management and/or accessibility • help public offices maintain the physical accessibility of electronic records in accordance with s14 of the State Records Act • facilitate searching and retrieval for records with certain dependencies or of a particular format • facilitate use of emulation strategies, if these are to be used by the public office
Scheme	**Possible schemes:** • generic file format titles • IT standards • Australian or International Standards
Recommended obligation	Recommended optional

Conditions of use	**When to use this element**
	This qualifier should only be used if a record's creation environment is different to its current storage environment. Current details should be recorded in the Storage element, NRKMS 14.1, above.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**Source** This qualifier is drawn from The Cedars Project Team and UKOLN, *Metadata for Digital Preservation: The Cedars Project Online Specification, Draft for Public Consultation*, March 2000, accessible via http://www.leeds.ac.uk/cedars/OutlineSpec.htm (as at September 2000) **Application of a standard default value** Public offices can develop a default value for all records from a particular creation environment. If appropriate, and provided appropriate relationship linkages are in place, this information could also be applied at a higher level of aggregation, such as series, rather than to each item.

NRKMS 14.3   Conversion

Entity	RECORD
Name	**CONVERSION**
Registration number	NRKMS 14.3
Value type	Element qualifier
Definition	Captures information about previous or forthcoming conversion activities undertaken upon a record or group of records Conversion is the process of transferring records from one medium to another or one format to another. One of the most common forms of conversion in the NSW public sector is digitising where digital images of paper records are created and stored on electronic media such as optical disks. Microfilming is another common form of conversion.
Purpose	• facilitate the transaction of conversion activities • provide evidence of conversion activities a record has undergone • help verify the authenticity of converted records • automate conversion activities
Scheme	**Possible schemes:** • IT standards • Australian or International Standards
Recommended obligation	Recommended optional
Conditions of use	This element should contain as much information as appropriate about the conversion process, including: • procedures for verifying the converted records are accurate and complete reproductions of the originals • documentation of the use of standard compression or decompression algorithms • documentation of the use of Write Once Read Many (WORM) optical media • appropriate system documentation, including description of any image enhancement techniques State Records recommends that these measures be applied, particularly to systems that contain copies of records, the

	originals of which have been destroyed.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**Application of a standard default value** Public offices can develop a default value for all records that were converted in a particular conversion project. This value can be applied to each converted item or file in that project. If appropriate, and provided appropriate relationship linkages are in place, this information could also be applied at a higher level of aggregation, such as series, rather than to each converted item.

NRKMS 14.4   Refreshment

Entity	**RECORD**
Name	**REFRESHMENT**
Registration number	NRKMS 14.4
Value type	Element qualifier
Definition	Captures information about previous or forthcoming refreshment activities undertaken upon a record or group of records Refreshment is an operation in which stored data is read and rewritten to compensate for the gradual loss of data quality over time.
Purpose	• facilitate the transaction of refreshment activities • provide evidence of refreshment activities a record has undergone • automate the transaction of refreshment activities
Conditions of use	This element should contain as much information as appropriate about the refreshment process.
Scheme	**Possible schemes:** • IT standards • Australian or International Standards
Recommended obligation	Recommended optional
Conditions of use	None

Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**Application of a standard default value** Public offices can develop a default value for all records that were refreshed in a particular refreshment project. If appropriate, and provided appropriate relationship linkages are in place, this information could also be applied at a higher level of aggregation, such as series, rather than to each refreshed item.

NRKMS 14.5   Migration

Entity	**RECORD**
Name	**MIGRATION**
Registration number	NRKMS 14.5
Value type	Element qualifier
Definition	Captures information about previous or forthcoming migration activities undertaken upon a record or group of records Migration is the process of transferring records from one records system to another while maintaining their authenticity and without major conversion or inputting of data.
Purpose	• facilitate the transaction of migration activities • provide evidence of migration activities a record has undergone • document the transaction of migration activities in a manner that accords with recognised best practice • automate the migration of records
Scheme	**Possible schemes:** • IT standards • Australian or International Standards
Recommended obligation	Recommended mandatory
Conditions of use	None

Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**Application of a standard default value** Public offices can develop a default value for all records that were migrated in a particular migration project. This value can be applied to each item or file in that project. If appropriate, and provided appropriate relationship linkages are in place, this information could also be applied at a higher level of aggregation, such as series, rather than to each migrated item.

NRKMS 14.6   Conservation

Entity	RECORD
Name	**CONSERVATION**
Registration number	NRKMS 14.6
Value type	Element qualifier
Definition	Capture information about previous or forthcoming conservation activities undertaken upon a record or group of records Conservation activities aim to ensure the preservation of records. These activities can be: • Preventive – measures taken to prevent or delay future degradation or • Restorative – measures taken to repair damaged or deteriorated records In relation to paper records conservation activities include deacidification, fumigation, cleaning, copying or other appropriate activities. In relation to electronic records conservation activities could include the exercise of tapes etc.
Purpose	• facilitate the transaction of preservation activities • provide evidence of preservation activities a record has undergone • enable forward planning for preservation activities • automate the performance of necessary conservation work
Scheme	**Possible schemes:** • IT standards • Australian or International Standards • preservation standards
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable

Comments	**When to use this qualifier**
	Particularly in relation to electronic records, the Conservation element should not be used to record information about conversion or migration activities, as they are defined above.
	Application of a standard default value
	The public office can develop a default value for all records that were conserved in a particular project. This value can be applied to each item or file in that project. Alternatively and if appropriate, this information could also be applied at a higher level of aggregation, such as series, rather than to each item that has undergone conservation activities.

NRKMS 14.7   Preservation Statement

Entity	**RECORD**
Name	**PRESERVATION STATEMENT**
Registration number	NRKMS 14.7
Value type	Value component
Definition	Provides a statement regarding the preservation of a record or group of records
	The *Statement* value component can be used to describe why a particular activity was undertaken or to explain an activity in greater detail.
Purpose	• provide a greater description of preservation activities
	• present more evidence of preservation activities undertaken
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**Recommended data value**
	Data value will generally be a free text description of the activity
	When to use this component
	Value components can be used in conjunction with each of the Preservation element qualifiers

Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 14.8   Preservation Date

Entity	RECORD
Name	PRESERVATION DATE
Registration number	NRKMS 14.8
Value type	Value component
Definition	Provides the date or dates of preservation activities
Purpose	• provide date specificity for accountability or evidential purposes • facilitate searching and retrieval • automate preservation activities by indicating the dates they should be performed
Scheme	**Optional scheme:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** Value components can be used in conjunction with each of the Preservation element qualifiers
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 14.9   Preservation Mandate

Entity	RECORD
Name	**PRESERVATION MANDATE**
Registration number	NRKMS 14.9
Value type	Value component
Definition	Provides the mandate for preservation activities
Purpose	• provide accountability for preservation activities • contextualise preservation activities
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** Value components can be used in conjunction with each of the Preservation element qualifiers
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 14.10   Preservation Business Rules

Entity	RECORD
Name	**PRESERVATION BUSINESS RULES**
Registration number	NRKMS 14.10
Value type	Value component
Definition	Provides the business rules that govern the preservation activities
Purpose	• provide accountability for preservation activities • contextualise preservation activities • provide the rules to govern automated preservation activities
Scheme	None

Recommended obligation	Recommended optional
Conditions of use	**When to use this component** Value components can be used in conjunction with each of the Preservation element qualifiers.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 14.11   Preservation System Specifications

Entity	**RECORD**
Name	**PRESERVATION SYSTEM SPECIFICATIONS**
Registration number	NRKMS 14.11
Value type	Value component
Definition	If preservation activities are undertaken within a specific system, this element provides the specifications and other necessary information about the system
Purpose	• provide accountability for preservation activities • contextualise preservation activities • facilitate the automatic transaction of preservation activities
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** Value components can be used in conjunction with each of the Preservation element qualifiers
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 15   Retrieval

Entity	RECORD
Name	**RETRIEVAL**
Registration number	NRKMS 15
Definition	Provides information about the retrieval of a record. In electronic environments this includes information about rendering, decryption, decompression etc. Generally, one type of retrieval information should be able to be specified for a wide body of records within the public office environment. For example, all records created using Word 95 would be rendered using the same retrieval strategy.
Purpose	• manage the physical requirements of records over time • help public offices maintain the physical accessibility of electronic records in accordance with s14 of the State Records Act • alert users to technologies or equipment that may be needed to access particular records • facilitate searching and retrieval by criteria based on rendering or representation information
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
Scheme	**Possible schemes:** • IT standards • Australian or International Standards
Recommended obligation	**Use of element qualifiers** The Retrieval element should not be used by itself but must be used in conjunction with its element qualifiers and value components. The qualifiers and components associated with this element are identified in the following tables.

Conditions of use	**When to use this element** This element will principally only be used in relation to electronic records.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**The need for a retrieval element** It may not initially be possible to specify the retrieval requirements for records, but this record is included as it is anticipated that there will be a future need for it. Rendering information may be stored externally to the records system, but the system may contain links to this information as necessary. **Temporary value records** It is likely that minimal amounts of retrieval data will need to be captured about temporary value records. **Location information** This element should not include information about the physical location of records as this detail should be recorded within the Place element. **Application of a standard default value** Public offices can develop a default value for all Retrieval data values. If appropriate, and provided appropriate relationship linkages are in place, this information could be applied at a higher level of aggregation, such as series, rather than to each item. **Current data** The information contained in the element qualifiers and value components of the Retrieval element reflects *current* retrieval detail about a record or group of records. Previous retrieval statements should be reflected in the record's *Event History* data.

NRKMS 15.1   Rendering

Entity	**RECORD**
Name	**RENDERING**
Registration number	NRKMS 15.1
Value type	Element qualifier
Definition	Describes the processes that may need to be undertaken in order to render a record or group pf records through time
Purpose	• manage the physical requirements of records over time • help public offices maintain the physical accessibility of electronic records in accordance with s14 of the *State Records Act* • alert users to technologies or equipment that may be needed to access particular records • facilitate searching and retrieval by criteria based on rendering or representation information • automate the transaction of rendering activities
Scheme	**Possible schemes:** • IT standards • Australian or International Standards
Recommended obligation	Recommended optional
Conditions of use	**Rendering requirements** If the rendering requirements for a record are not known at the time of its creation, public offices may choose to include a free text description of its technical environment or explain within this qualifier where this information may in future be obtained.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**Application of a standard default value** The public office can develop a default value to describe the rendering value for all its records existing in common formats. This value can be applied to each item. Alternatively and if appropriate, this information could also be applied at a higher level of aggregation, such as series, rather than to each item.

NRKMS 15.2   Representation

Entity	**RECORD**
Name	**REPRESENTATION**
Registration number	NRKMS 15.2
Value type	Element qualifier
Definition	Describes the processes that may need to be undertaken in order to represent a record or group of records through time
Purpose	• manage the physical requirements of records over time • help public offices maintain the physical accessibility of electronic records in accordance with s14 of the *State Records Act* • alert users to technologies or equipment that may be needed to access particular records • facilitate searching and retrieval by criteria based on representation information • automate the transaction of representation activities
Scheme	**Possible schemes:** • IT standards • Australian or International Standards
Recommended obligation	Recommended optional
Conditions of use	**Embedding or linking of representational data** Representation information can be embedded in the metadata record, or can be stored externally. If the latter option is selected, the metadata record could contain an embedded link to the representation network. **Representation requirements** If the representation requirements for a record are not known at the time of its creation, public offices may choose to include a free text description of its technical environment or explain within this qualifier where this information may in future be obtained.
Assigned value	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable

Comments	**Application of a standard default value**
	Default values relevant to the public office's standard media and format choices can be selected by the public office and applied to all appropriate records.

NRKMS 15.3   Retrieval Statement

Entity	**RECORD**
Name	**RETRIEVAL STATEMENT**
Registration number	NRKMS 15.3
Value type	Value component
Definition	Provides a statement regarding the retrieval requirements of a record or group of records, or a greater description of retrieval activities undertaken. Use of the *Statement* value component may be necessary to describe why a particular activity was undertaken or to explain an activity in greater detail.
Purpose	• provide a greater description of retrieval requirements or activities • provide more evidence of retrieval activities
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**Recommended data value** A statement will generally be a free text description of the retrieval activity. **When to use this component** Value components can be used in conjunction with each of the Retrieval element qualifiers or value components
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 15.4   Retrieval Date

Entity	**RECORD**
Name	**RETRIEVAL DATE**
Registration number	NRKMS 15.4
Value type	Value component
Definition	Provides the date or dates of retrieval activities
Purpose	• provide date specificity for accountability or evidential purposes • facilitate searching and retrieval • automate preservation activities by indicating the dates they should be performed
Scheme	**Optional scheme:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** Value components can be used in conjunction with each of the Retrieval element qualifiers or value components
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 15.5   Retrieval Mandate

Entity	RECORD
Name	**RETRIEVAL MANDATE**
Registration number	NRKMS 15.5
Value type	Value component
Definition	Provides the mandate for retrieval activities
Purpose	• provide accountability for retrieval activities • contextualise retrieval activities
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** Value components can be used in conjunction with each of the Retrieval element qualifiers or value components
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 15.6   Retrieval Business Rules

Entity	RECORD
Name	**RETRIEVAL BUSINESS RULES**
Registration number	NRKMS 15.6
Value type	Value component
Definition	Provides the business rules that govern the retrieval activities
Purpose	• provide accountability for retrieval activities • contextualise retrieval activities • provide the rules to govern automated retrieval activities
Scheme	None

Recommended obligation	Recommended optional
Conditions of use	**When to use this component** Value components can be used in conjunction with each of the Retrieval element qualifiers
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 15.7   Retrieval System Specifications

Entity	**RECORD**
Name	**RETRIEVAL SYSTEM SPECIFICATIONS**
Registration number	NRKMS 15.7
Data type	Value component
Definition	If retrieval activities are undertaken within a specific system, this element provides the specifications and other necessary information about the system.
Purpose	• provide accountability for retrieval activities • contextualise retrieval activities • facilitate the automatic transaction of retrieval activities
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** Value components can be used in conjunction with each of the Retrieval element qualifiers
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 16   Disposal

Entity	RECORD
Name	DISPOSAL
Registration number	NRKMS 16
Role	Documents the processes undertaken to ensure the appropriate disposal of a record or group of records
Purpose	• facilitate disposal activities • provide an evidential record of the transaction of disposal activities • document the authority for disposal activities • trigger authorised disposal activities • facilitate searching and retrieval for records of a particular disposal class or retention period
Element qualifiers	NRKMS 16.1 Disposal Authorisation NRKMS 16.2 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 System Specifications
Scheme	**Mandatory schemes:** • State Records' General and Functional Disposal Authorities
Recommended obligation	**Use of element qualifiers** The Disposal element should not be used by itself but should be used in conjunction with its element qualifiers. The qualifiers associated with this element are identified in the following tables.

Conditions of use	**No disposal coverage**
	Although this element is recommended as mandatory, it may not be possible to implement its requirements in full at record creation. A default value of 'no disposal coverage' may have to be used by public offices to tag their functional records that are not covered by a functional disposal authority, if such an authority has not yet been drafted.
	If the default value selected is 'no disposal coverage' records tagged with this value are unable to be destroyed until appropriate disposal coverage has been devised. Please contact State Records for more information regarding the drafting of Functional Disposal Authorities.
	Current data
	The information contained in the element qualifiers and value components of the Disposal element reflect the *current* disposal status of a record or group of records. Previous disposal statements should be reflected in the record's *Event History* data.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 16.1   Disposal Authorisation

Entity	**RECORD**
Name	**DISPOSAL AUTHORISATION**
Registration number	NRKMS 16.1
Value type	Element qualifier
Definition	Identifies the legal documentation issued by the State Records NSW which authorises the disposal of this record or group of records. For general administrative records the document will be a General Disposal Authority (GDA) and for records documenting a public office's core functions it will be a Functional Disposal Authority (FDA).
Purpose	• facilitate disposal activities • provide an evidential record of the transaction of disposal activities • document the authority for disposal activities • facilitate searching and retrieval for records of a particular disposal class or retention period
Scheme	**Mandatory schemes:** State Records' General and Functional Disposal Authorities
Recommended obligation	Recommended mandatory
Conditions of use	**No disposal coverage** Although this element is recommended as mandatory, it may not be possible to implement its requirements in full at record creation. A default value of 'no disposal coverage' may have to be used by public offices to tag their functional records that are not covered by a functional disposal authority, if such an authority has not yet been drafted. If the default value selected is 'no disposal coverage' records tagged with this value are unable to be destroyed until appropriate disposal coverage has been devised. Please contact State Records for more information regarding the drafting of Functional Disposal Authorities.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 16.2   Sentence

Entity	RECORD
Name	**SENTENCE**
Registration number	NRKMS 16.2
Value type	Element qualifier
Definition	Displays the disposal sentence or retention period assigned to a record or group of records
Purpose	• facilitate disposal activities • provide an evidential record of the transaction of disposal activities • document the authority for disposal activities • facilitate searching and retrieval for records of a particular disposal class or retention period
Scheme	**Mandatory schemes:** State Records' General and Functional Disposal Authorities
Recommended obligation	Recommended mandatory
Conditions of use	**No disposal coverage** Although this element is recommended as mandatory, it may not be possible to implement its requirements in full at record creation. A default value of 'no disposal coverage' may have to be used by public offices to tag their functional records that are not covered by a functional disposal authority, if such an authority has not yet been drafted. If the default value selected is 'no disposal coverage' records tagged with this value are unable to be destroyed until appropriate disposal coverage has been devised. Please contact State Records for more information regarding the drafting of Functional Disposal Authorities.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 16.3   Disposal Statement

Entity	RECORD
Name	DISPOSAL STATEMENT
Registration number	NRKMS 16.3
Value type	Value component
Definition	Provides a statement regarding the disposal status of a record or group of records. This may be necessary to describe why a particular class was applied or to record the existence of a disposal freeze.
Purpose	• facilitate disposal activities • provide greater description of disposal information • facilitate searching and retrieval for records
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**Recommended data value** This data value will generally be a free text description **When to use this component** Value components can be used in conjunction with each of the Disposal element qualifiers or value components
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 16.4   Disposal Date

Entity	RECORD
Name	**DISPOSAL DATE**
Registration number	NRKMS 16.4
Value type	Value component
Definition	Provides the date or dates a disposal sentence was applied or the date a disposal activity was or is to be undertaken
Purpose	• facilitate disposal activities • provide an evidential record of the transaction of disposal activities • provide date specificity for disposal activities • facilitate searching and retrieval for records of a particular disposal class or retention period • automate disposal activities by indicating the dates they should be performed
Scheme	**Optional:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** Value components can be used in conjunction with each of the Disposal element qualifiers or value components
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable

Comments	**Automatic disposal – linking of Date and Disposal data**
	In electronic systems it may be possible for the system to automatically read when a particular file is closed (see *Date* element for the capture of this data). The disposal sentence could begin to be automatically calculated from this date. This system could also be programmed to automatically dispose of records at predetermined dates, provided the authorisation for these destructions and a record of their transaction were retained.
	Disposal date information within Event History metadata
	The dates disposal activities are undertaken should be recorded in Event History metadata (NRKMS 20). Depending on how metadata is used in a public office, there may be some duplication between the information contained in this qualifier and Event History data.

NRKMS 16.5   Disposal Mandate

Entity	**RECORD**
Name	**DISPOSAL MANDATE**
Registration number	NRKMS 16.5
Value type	Value component
Definition	Provides the mandate or authorisation for disposal activities. If disposal activities require authorisation before their transaction this authorisation should be captured within this element.
Purpose	• facilitate disposal activities • provide an evidential record of the transaction of disposal activities • facilitate searching and retrieval for records with a particular authorisation • allow for the transaction of authorised disposal activities
Scheme	None
Recommended obligation	Recommended optional

Conditions of use	**When to use this component**
	Value components can be used in conjunction with each of the Disposal element qualifiers or value components
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 16.6   Disposal Business Rules

Entity	**RECORD**
Name	**DISPOSAL BUSINESS RULES**
Registration number	NRKMS 16.6
Value type	Value component
Definition	Provides the business rules that govern disposal activities
Purpose	• provide accountability for disposal activities • contextualise disposal activities • provide the rules to govern automated disposal activities
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** Value components can be used in conjunction with each of the Disposal element qualifiers or value components
Assigned value	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 16.7   Disposal System Specifications

Entity	RECORD
Name	**DISPOSAL SYSTEM SPECIFICATIONS**
Registration number	NRKMS 16.7
Value type	Value component
Role	If appraisal or disposal activities are undertaken within a specific system, this element provides the specifications and other necessary information about the system
Purpose	- provide accountability for disposal activities - contextualise disposal activities - facilitate the automatic transaction of disposal activities
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** Value components can be used in conjunction with each of the Disposal element qualifiers or value components
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 17   Control

Entity	RECORD
Name	CONTROL
Registration number	NRKMS 17
Definition	Identifies the recordkeeping activities undertaken to control a record physically and intellectually. These activities can include registration, classification or indexing.
Purpose	• facilitate the management of records by documenting the control related activities that must be performed upon them • provide evidence of the transaction of control related activities
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 System Specifications
Scheme	None
Recommended obligation	**Use of element qualifiers** The Control element should not be used by itself but should be used in conjunction with its element qualifiers. The qualifiers associated with this element are identified in the following tables.
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable

Comments	*Date*, *Event History* and *Control*
	There may be some overlap between this element, *Date* and *Event History* in that *Date* can record the date of registration and *Event History* documents the transaction of registration and other control related activities.
	However the content of the Control element should be more descriptive of the systems and processes used to govern control activities. Accordingly there should not be significant overlap between this element and *Date* and *Event History*.
	Requirement within AS 4390 to document control activities
	The Australian Standard AS 4390 – 1996: *Records Management* states that 'Recordkeeping systems need to document all registration and classification related activities associated with individual records'. [3]

NRKMS 17.1   Registration

Entity	**RECORD**
Name	**REGISTRATION**
Registration number	NRKMS 17.1
Value type	Element qualifier
Definition	Describes the processes by which a record or group of records is registered
Purpose	• document the nature of registration activities • facilitate the management of records by documenting the registration activities performed upon them • provide evidence of registration activities
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable

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[3] AS 4390 – 1996, Part 1: General, Clause 9.5f

Comments	None

NRKMS 17.2   Classification

Entity	**RECORD**
Name	**CLASSIFICATION**
Registration number	NRKMS 17.2
Value type	Element qualifier
Definition	Describes the process by which a record or group of records is classified
Purpose	• document the nature of classification activities • facilitate the management of records by documenting the classification activities performed upon them • provide evidence of classification activities
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 17.3   Indexing

Entity	RECORD
Name	**INDEXING**
Registration number	NRKMS 17.3
Value type	Element qualifier
Definition	Describes the process by which a record or group of records is indexed
Purpose	• document the nature of indexing activities • facilitate the management of records by documenting the indexing activities performed upon them • provide evidence of indexing activities
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 17.4   Context Description

Entity	RECORD
Name	**CONTEXT DESCRIPTION**
Registration number	NRKMS 17.4
Value type	Element qualifier
Definition	Describes the process by which the context of a record or group of records is described. Context description activities are performed on records that need to be understood in an environment other than the public office in which they were created. For example, if a record is to be made available via a public office's Web site, the context in which the record was created may need to be described. That is, a description of the public office that created the record and the business

	activity the record documents may need to be provided so that persons reading the record are able to fully understand it and the evidence it documents.
	Traditionally context description activities have been undertaken to ensure that researchers who are unfamiliar with the nature or operations of a public office can use its archivally valuable records.
Purpose	• document the nature of context description activities
	• facilitate the management of records by documenting the context description activities performed upon them
	• provide evidence of context description activities
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 17.5   Metadata Management

Entity	RECORD
Name	**METADATA MANAGEMENT**
Registration number	NRKMS 17.5
Value type	Element qualifier
Definition	Describes the process by which the metadata describing a record or group of records is attributed. Metadata management refers to the control processes undertaken to ensure that metadata descriptions are attributed to an appropriate author, where this is a necessary practice. In many situations metadata will be automatically generated by the systems.
Purpose	• document the nature of metadata management activities • facilitate the management of records by documenting the metadata management activities performed upon them • provide evidence of metadata management activities
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 17.6   Arrangement

Entity	RECORD
Name	**ARRANGEMENT**
Registration number	NRKMS 17.6
Value type	Element qualifier
Role	Describes the process by which a record or group of records is arranged. Arrangement activities refer to the logical or physical processes undertaken to arrange records within a recordkeeping system. Examples of arrangement systems include chronological, annual single number systems etc.
Purpose	• document the nature of arrangement activities • facilitate the management of records by documenting the arrangement activities performed upon them • provide evidence of arrangement activities
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 17.7   Control Statement

Entity	RECORD
Name	CONTROL STATEMENT
Registration number	NRKMS 17.7
Value type	Value component
Definition	Provides a statement regarding the control activities undertaken on a record or group of records Use of the *Statement* value component may be necessary to describe why a particular activity was performed or to explain an activity in greater detail.
Purpose	• provide a greater description of control activities • provide more evidence of control activities
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**Recommended data value** The data value for this component will generally be a free text description **When to use this component** Value components can be used in conjunction with each of the Control element qualifiers or value components
Applicability	Applicable at all levels of aggregation
Default value	None
Comments	None

NRKMS 17.8   Control Date

Entity	RECORD
Name	CONTROL DATE
Registration number	NRKMS 17.8
Value type	Value component
Role	Provides the date a control activity was or is to be

	performed
Purpose	• provide date specificity for control activities • provide evidence of the control activities in place at a particular time within the public office • automate control activities by indicating the dates they should be performed
Scheme	**Optional scheme:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** Value components can be used in conjunction with each of the Control element qualifiers or value components
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 17.9   Control Mandate

Entity	**RECORD**
Name	**CONTROL MANDATE**
Registration number	NRKMS 17.9
Value type	Value component
Role	Provides the mandate for control activities undertaken on a record or group of records
Purpose	• provide accountability for control activities • contextualise control activities
Scheme	None
Recommended obligation	Recommended optional

Conditions of use	**When to use this component** Value components can be used in conjunction with each of the Control element qualifiers or value components
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 17.10   Control Business Rules

Entity	**RECORD**
Name	**CONTROL BUSINESS RULES**
Registration number	NRKMS 17.10
Value type	Value component
Definition	Provides the business rules that govern control activities
Purpose	• provide accountability for control activities • contextualise control activities • provide the rules to govern automated control activities
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** Value components can be used in conjunction with each of the Control element qualifiers or value components
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 17.11   Control System Specifications

Entity	RECORD
Name	**CONTROL SYSTEM SPECIFICATIONS**
Registration number	NRKMS 17.11
Value type	Value component
Definition	If control activities are undertaken within a specific system, this element provides the specifications and other necessary information about the system.
Purpose	• provide accountability for control activities • contextualise control activities • facilitate the automatic transaction of control activities
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** Value components can be used in conjunction with each of the Control element qualifiers or value components
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 18   Access

Entity	RECORD
Name	ACCESS
Registration number	NRKMS 18
Definition	Identifies information which governs the accessibility of records. This includes business or legal requirements to make records open or closed to staff or members of the public. Access controls placed on a record include restrictions such as security classifications, privacy issues, confidentiality considerations, open or closed for public access recommendations issued under the *State Records Act 1998*, permissions such as special access provisions made under the *State Records Act 1998* or other specified conditions.
Purpose	• facilitate or restrict access to records by public office staff or members of the public • enable records with sensitivities to be appropriately and securely managed • alert users to restrictions on access to particular records • prevent access to records by persons with insufficient authority • meet obligations to document sensitivities in record collections under the requirements of the *Privacy Act* and *State Records Act*
Element qualifiers	NRKMS 18.1 Rights NRKMS 18.2 Restrictions NRKMS 18.3 Conditions
Value components	NRKMS 18.4 Access Statement NRKMS 18.5 Access Date NRKMS 18.6 Access Mandate NRKMS 18.7 Access Business Rules NRKMS 18.8 Access System Specifications
Scheme	**Possible scheme:** Public office or domain specific schemes can be used

Recommended obligation	**Use of element qualifiers** The Access element should be used by itself but should be used in conjunction with its element qualifiers. The qualifiers associated with this element are identified in the following tables.
Conditions of use	**Current data** The information contained in the element qualifiers and value components of the Access element reflect the *current* access status of a record or group of records. Previous access statements should be reflected in the record's *Event History* data.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	***Privacy and Personal Information Protection Act 1998*** Use of this element can help public offices to meet a number of their requirements under the *Privacy and Personal Information Protection Act 1998*. This Act requires public offices to document the personal information held within record collections. The Access element can be used to document this information if required.

NRKMS 18.1   Access Rights

Entity	RECORD
Name	**ACCESS RIGHTS**
Registration number	NRKMS 18.1
Value type	Element qualifier
Definition	Identifies the access rights imposed on a record or group of records. Access Rights are rights that enable people to access or view a record. The Access Rights qualifier should be used to identify staff of a public office or members of the public who have the right to access a particular record. Where appropriate, the qualifier should also identify the mandate under which a record or group of records is made accessible. Mandates providing access rights include business procedures, policies, internal directives or legislation, such as *Freedom of Information Act* 1989, *Local Government Act*, *State Records Act* 1998 etc.
Purpose	• facilitate access to records by public office staff or members of the public • facilitate management of record collections • facilitate compliance with legal and other requirements
Scheme	None
Recommended obligation	Recommended mandatory, if Access Restrictions qualifier is not used. Either the Access Rights or Access Restrictions qualifier should be used for all records
Conditions of use	**Content of this qualifier** The value for this element should indicate the access decision, such as 'open for general access', or 'available to personnel staff' and the warrant for the decision.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable

Comments	**Multiple data values**
	It is possible that several data values may have to be applied for this qualifier. This is because certain data values may be identified for certain staff and others may apply to other staff or to members of the public.
	Alternatively, it may be necessary to use both this qualifier and the one that follows it, NRKMS 18.2 *Access Restrictions*, to fully outline the access permissions that apply to a record or group of records.
	Example of access rights
	Section 12 of the *Local Government Act* requires all councils to make Rate Books available to residents if required. Access Rights to these and other records are therefore explicitly outlined in s12 of the *Local Government Act*. The data value for these records could then be 'Open for general access under s12 of *Local Government Act*'.

NRKMS 18.2   Access Restrictions

Entity	RECORD
Name	**ACCESS RESTRICTIONS**
Registration number	NRKMS 18.2
Value type	Element qualifier
Definition	Identifies the access restrictions imposed on a record or group of records. Access Restrictions are restrictions that prevent people from accessing or viewing a record. The Access Restrictions qualifier should be used to identify persons or groups who do not have the right to access a particular record or group of records. Where appropriate, the qualifier should also be used to identify the mandate which enables a record or group of records to be restricted. Mandates requiring access restrictions can include business procedures, policies, internal directives or legislation, such as *Freedom of Information Act* 1989, *Local Government Act*, *State Records Act* 1998 etc.
Purpose	• facilitate or restrict access to records by public office staff or members of the public • enable records with sensitivities to be appropriately and securely managed • alert users to restrictions on access to particular records • meet obligations to document sensitivities in record collections under the requirements of the *Privacy Act* and *State Records Act*
Scheme	**Possible scheme:** Public office or domain specific schemes can be used
Recommended obligation	Recommended mandatory, if Access Rights qualifier is not used. Either the Access Restrictions or Access Rights qualifier should be used for all records
Conditions of use	**Content of this qualifier** The value for this element should indicate the access restriction and the warrant for the restriction. The restriction can apply to staff of the public office or to members of the public
Applicability	Applicable at all levels of aggregation

Comments	**Multiple data values**
	It is possible that several data values may have to be applied for this qualifier. This is because certain data values may be identified for certain staff and others may apply to other staff or to members of the public.
	Alternatively, it may be necessary to use both this qualifier and the one that precedes it, NRKMS 18.1 *Access Rights*, to fully outline the access restrictions that apply to a record or group of records.
	Possible data value
	An assigned value such as 'None' could be used, if a record or group of records is accessible to all persons

NRKMS 18.3   Access Conditions

Entity	**RECORD**
Name	**ACCESS CONDITIONS**
Registration number	NRKMS 18.3
Value type	Element qualifier
Definition	Describes the conditions under which a record can be made available for access
	This qualifier can be used to note redactions or other closures that must be imposed on a record before it is available for access.
Purpose	• facilitate or restrict access to records by public office staff or members of the public
	• enable records with sensitivities to be appropriately and securely managed
	• alert users to restrictions on access to particular records
	• prevent access to records by persons with insufficient authority
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation

Repeatability	Repeatable
Comments	**Privacy Act requirements** If necessary, this element can be used to identify conditions needed to satisfy requirements of the *Privacy Act*

NRKMS 18.4   Security Classification

Entity	**RECORD**
Name	**SECURITY CLASSIFICATION**
Registration number	NRKMS 18.4
Value type	Element qualifier
Definition	Identifies the security classification or caveat imposed upon a record. Security classifications are used to allow staff use of records to be controlled or restricted.
Purpose	• facilitate or restrict access to records by public office staff • enable records with sensitivities to be appropriately and securely managed • prevent access to records by persons with insufficient authority
Scheme	**Possible scheme:** Public office or domain specific schemes can be used.
Recommended obligation	Recommended optional
Conditions of use	**Standard values for this qualifier** Standard values such unclassified, restricted, confidential, secret, top secret, in-confidence, protected or highly protected can be used as security classification values within this qualifier. Alternatively, standard caveats such as Cabinet-in-Confidence, Commercial-in-Confidence, Medical-in-Confidence, Staff-in-Confidence or Personal can also be used.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable

Comments	**Possible standard data value** In the majority of public offices, a standard value of 'unclassified' could be used. **When to use this qualifier** If preferred and if appropriate, security classifications can be used in the Access Rights or Access Restrictions element qualifiers.

NRKMS 18.5   Access Statement

Entity	**RECORD**
Name	**ACCESS STATEMENT**
Registration number	NRKMS 18.5
Value type	Value component
Definition	Provides a statement regarding the access conditions or requirements imposed on a record or group of records. Use of the *Statement* value component may be necessary to describe why a particular access right or restriction was imposed.
Purpose	• provide a greater description of access requirements or activities • provide greater justification for access decisions
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**Recommended data value** The data value for this component will generally be a free text description **When to use this component** Value components can be used in conjunction with each of the Access element qualifiers or value components
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 18.6   Access Date

Entity	RECORD
Name	**ACCESS DATE**
Registration number	NRKMS 18.6
Value type	Value component
Definition	Provides the date or dates access requirements or information about access conditions was applied
Purpose	• provide date specificity for access requirements • provide evidence of the access requirements in place at a particular time within the public office • automate access activities by indicating the dates they should be performed
Scheme	**Optional scheme:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** Value components can be used in conjunction with each of the Access element qualifiers or value components
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 18.7   Access Mandate

Entity	RECORD
Name	**ACCESS MANDATE**
Registration number	NRKMS 18.7
Value type	Value component
Definition	Provides the mandate for access conditions imposed on a record or group of records
Purpose	• provide accountability for access activities • contextualise access activities
Scheme	**Possible schemes:** • *State Records Act* • *Privacy Act* • *Local Government Act* etc.
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** Value components can be used in conjunction with each of the Access element qualifiers or value components. It is most likely to be used in conjunction with NRKMS 18.1 and NRKMS 18.2 (Access Rights and Access Restrictions), if a public office has a need to separate mandate information from its identification of rights and restrictions.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 18.8   Access Business Rules

Entity	**RECORD**
Name	**ACCESS BUSINESS RULES**
Registration number	NRKMS 18.8
Value type	*Value component*
Definition	*Provides the business rules that govern access activities undertaken on a record or group of records*
Purpose	• *provide accountability for access activities* • *contextualise access activities* • *provide the rules to govern automated access activities*
Scheme	*None*
Recommended obligation	*Recommended optional*
Conditions of use	***When to use this component*** *Value components can be used in conjunction with each of the Access element qualifiers or value components*
Applicability	*Applicable at all levels of aggregation*
Repeatability	Repeatable
Comments	None

NRKMS 18.9   Access System Specifications

Entity	RECORD
Name	**ACCESS SYSTEM SPECIFICATIONS**
Registration number	NRKMS 18.9
Value type	Value component
Definition	If access activities are undertaken within a specific system such as a resolver database, this element provides the specifications and other necessary information about the system.
Purpose	• provide accountability for access activities • contextualise access activities • facilitate the automatic transaction of Access activities
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** Value components can be used in conjunction with each of the Access element qualifiers or value components
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 19   Use

Entity	RECORD
Name	**USE**
Registration number	NRKMS 19
Role	Identifies conditions governing the use of a record or group of records These conditions include information about licencing arrangements, copyright or other criteria that need to be satisfied before a record can be used.
Purpose	• protect a record against unauthorised use • ensure appropriate conditions are satisfied before a record is used and that copyright restrictions are met • enable records with copyright or other requirements to be appropriately and securely managed • alert users to use restrictions on particular records • help a public office to protect its own commercial or business interests
Element qualifiers	NRKMS 19.1 Rights NRKMS 19.2 Restrictions NRKMS 19.3 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 System Specifications
Scheme	**Recommended schemes:** • *Copyright Act* • Agency specific policies and procedures
Recommended obligation	**Use of element qualifiers** The Use element should not be used by itself but should be used in conjunction with its element qualifiers. The qualifiers associated with this element are identified in the following tables.

Conditions of use	**Current data**
	The information contained in the element qualifiers and value components of the Use element reflect the *current* access status of a record or group of records. Previous use statements should be reflected in the record's *Event History* element.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 19.1   Use Rights

Entity	**RECORD**
Name	**USE RIGHTS**
Registration number	NRKMS 19.1
Value type	Element qualifier
Definition	Identifies rights affecting the use of a record or group of records.
	Use Rights are rights enabling people to access or use a record. They may include permissions granted by licencing arrangements or by copyright conditions.
	The Use Rights qualifier should be used to identify staff of a public office or, more commonly, members of the public, who have the right to use a particular record.
	Where appropriate, the Use Rights qualifier should also be used to identify the mandate under which a record or group of records is made available for use.
Purpose	• ensure appropriate conditions are satisfied before a record is used and that privacy and copyright restrictions are met
	• enable records with copyright or other requirements to be appropriately and securely managed
	• alert users to use restrictions on particular records
Scheme	**Recommended schemes:**
	• *Copyright Act*
	• Agency specific policies and procedures

Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**Standard data value** A standard data value such as 'None' could be used, if appropriate

NRKMS 19.2   Use Restrictions

Entity	**RECORD**
Name	**USE RESTRICTIONS**
Registration number	NRKMS 19.2
Value type	Element qualifier
Definition	Identifies use restrictions imposed on a record or group of records. These may include restrictions on copying or publishing etc. The Use Restrictions qualifier should be used to identify staff of a public office or, more commonly, members of the public, who do not have the right to use a particular record. Where appropriate, the qualifier should also identify the mandate under which use of a record or group of records is denied.
Purpose	• ensure appropriate conditions are satisfied before a record is used and that privacy and copyright restrictions are met • enable records with copyright or other requirements to be appropriately and securely managed • alert users to use restrictions on particular records
Scheme	**Recommended schemes:** • Copyright Act • Public office specific policies and procedures
Recommended obligation	Recommended optional

Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**Standard data value** A standard data value such as 'None' could be used, if appropriate

NRKMS 19.3   Use Conditions

Entity	**RECORD**
Name	**USE CONDITIONS**
Registration number	NRKMS 19.3
Value type	Element qualifier
Definition	Describes the conditions under which a record can be made available for use. This could include conditions governing the copying or downloading of a record, citation requirements or payment details.
Purpose	• ensure appropriate conditions are satisfied before a record is used and that copyright or other restrictions are met • enable records with copyright or other requirements to be appropriately and securely managed • alert users to use restrictions on particular records
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**Possible standard data value** The copyright symbol (©), the name of the public office and a year reference can be used by the public office as a standard value

NRKMS 19.4   Use Statement

Entity	RECORD
Name	**USE STATEMENT**
Registration number	NRKMS 19.4
Value type	Value component
Definition	Provides a statement regarding the use conditions or requirements imposed on a record or group of records. Alternatively this value component could be used to outline penalties associated with inappropriate use of a record or records. Use of the *Statement* value component may also be necessary to describe why a particular use right or restriction was imposed.
Purpose	• provide a greater description of use conditions • provide greater justification for use conditions • outline penalties for inappropriate use of a record or records
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** Value components can be used in conjunction with each of the Use element qualifiers or value components
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**Recommended data value** The data value for this component will generally be a free text description

NRKMS 19.5   Use Date

Entity	RECORD
Name	USE DATE
Registration number	NRKMS 19.5
Value type	Value component
Definition	Provides the date or dates use related requirements or information were applied
Purpose	• provide date specificity for use requirements • provide evidence of the use requirements in place at a particular time within the public office • automate use activities by indicating the dates they should be performed
Scheme	**Optional scheme:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** Value components can be used in conjunction with each of Use's element qualifiers or value components
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 19.6   Use Mandate

Entity	RECORD
Name	USE MANDATE
Registration number	NRKMS 19.6
Value type	Value component
Role	Provides the mandate for use conditions imposed on a record or group of records
Purpose	• provide accountability for use activities • contextualise use activities
Scheme	Possible schemes: • *Copyright Act* • Public office policies and procedures
Recommended obligation	Recommended optional
Conditions of use	When to use this component Value components can be used in conjunction with each of the Use element qualifiers or value components
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 19.7   Use Business Rules

Entity	RECORD
Name	USE BUSINESS RULES
Registration number	NRKMS 19.7
Value type	Value component
Definition	Provides the business rules that govern use activities undertaken on a record or group of records
Purpose	• provide accountability for use activities • contextualise use activities

	• provide the rules to govern automated use activities
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** Value components can be used in conjunction with each of the Use element qualifiers or value components
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 19.8   Use System Specifications

Entity	**RECORD**
Name	**USE SYSTEM SPECIFICATIONS**
Registration number	NRKMS 19.8
Value type	Value component
Definition	If use activities are undertaken within a specific system such as a resolver database, this element provides the specifications and other necessary information about the system.
Purpose	• provide accountability for use activities • contextualise use activities • facilitate the automatics transaction of use activities
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** Value components can be used in conjunction with each of the Use element qualifiers or value components
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable

Comments	None

NRKMS 20   Event History

Entity	**RECORD**
Name	**EVENT HISTORY**
Registration number	NRKMS 20
Definition	Documents the preservation, retrieval, disposal, control, access or use related activities performed or to be performed on a record or group of records Event History metadata can be used to describe all recordkeeping events associated with a record, including disposal arrangements and technical changes made to it over time.
Purpose	• provide a record of the management and control activities performed on a record or group of records over time • act as an accountability mechanism for records activities and records staff • provide a visible and auditable record of records management actions and decisions
Element qualifiers	None
Value components	NRKMS 20.1 Event Type NRKMS 20.2 Event Description NRKMS 20.3 Event ID NRKMS 20.4 Event Date NRKMS 20.5 Mandate NRKMS 20.6 Business Rules NRKMS 20.7 System Specifications NRKMS 20.8 Action Officer NRKMS 20.9 User
Scheme	None
Recommended obligation	**Use of value components** The Event History element should not be used by itself but should be used in conjunction with its value components. The components associated with this element are identified in the following tables.

Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 20.1   Event Type

Entity	**RECORD**
Name	**EVENT TYPE**
Registration Number	NRKMS 20.1
Value type	Value component
Definition	Describes a recordkeeping action performed or to be performed on a record or group of records
Purpose	• provide a visible and auditable record of records management actions and decisions • facilitate searching for occurrences of particular recordkeeping activities
Scheme	*Recommended scheme:* The following scheme should be used to describe the type of recordkeeping activities performed upon record collections: Preservation • Storage • Original Creation Environment • Conversion • Refreshment • Migration • Conservation Retrieval • Rendering • Representation Disposal • Disposal Authorisation

	• Sentence • Status Control • Registration • Classification • Indexing • Context Description • Metadata Management • Arrangement Access • Rights • Restrictions • Conditions Use • Rights • Restrictions • Conditions
Recommended obligation	Recommended mandatory
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**Recommended scheme** The recommended scheme can be extended, if required, by a public office.

NRKMS 20.2   Event Description

Entity	**RECORD**
Name	**EVENT DESCRIPTION**
Registration number	NRKMS 20.2
Value type	Value component
Definition	Describes in greater detail the recordkeeping activity that has been performed on a record or group of records
Purpose	• explain concisely the specific recordkeeping activity • provide a visible and auditable record of records management actions • facilitate searching for occurrences of particular recordkeeping activities
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**Possible data value** The data value for this component could be a textual description. Alternatively a system could be designed to automatically write an appropriate description after an appropriate recordkeeping activity has been performed.

NRKMS 20.3   Event Identifier

Entity	RECORD
Name	**EVENT IDENTIFIER**
Registration number	NRKMS 20.3
Value type	Value component
Definition	Provides the identifier by which an activity or event is known or by which it is logged within a system. This identifier should be unique within the organisation in which the activity is performed.
Purpose	• uniquely identify the recordkeeping activity within the records or business system • facilitate searching for particular recordkeeping activities
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 20.4   Event Date

Entity	RECORD
Name	**EVENT DATE**
Registration number	NRKMS 20.4
Value type	Value component
Definition	Documents the date on which a recordkeeping activity occurred or the date on which it is scheduled to occur
Purpose	• provide date specificity for recordkeeping activities • facilitate searching for specific activities • automate recordkeeping activities by indicating the dates they should be performed
Scheme	**Optional scheme:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended mandatory
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 20.5   Event History Mandate

Entity	RECORD
Name	**EVENT HISTORY MANDATE**
Registration number	NRKMS 20.5
Value type	Value component
Definition	Documents the mandate for the recordkeeping activity conducted on a record or group of records
Purpose	• provide accountability for recordkeeping activities • contextualise recordkeeping activities

Scheme	Possible schemes: • *State Records Act* • Public office policies and procedures
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 20.6   Event History Business Rules

Entity	**RECORD**
Name	**EVENT HISTORY BUSINESS RULES**
Registration number	NRKMS 20.6
Value type	Value component
Role	Provides the business rules that govern the recordkeeping activities
Purpose	• provide accountability for recordkeeping activities • contextualise recordkeeping activities • provide the rules to govern automated recordkeeping activities
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 20.7 Event History System Specifications

Entity	RECORD
Name	EVENT HISTORY SYSTEM SPECIFICATIONS
Registration number	NRKMS 20.7
Value type	Value component
Definition	If recordkeeping activities are undertaken within a specific system, this element provides the specifications and other necessary information about the system
Purpose	• provide accountability for recordkeeping activities • contextualise recordkeeping activities
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 20.8   Action Officer

Entity	RECORD
Name	**ACTION OFFICER**
Registration number	NRKMS 20.8
Value type	Value component
Definition	Documents the individual responsible for undertaking and/or authorising an activity on a record or group of records
Purpose	• ensure accountability by identifying persons or organisations responsible for a recordkeeping activity • ensure evidentiality by identifying persons or organisations responsible for a recordkeeping activity • provide context for a recordkeeping activity • facilitate searching and retrieval
Scheme	None
Recommended obligation	Recommended mandatory
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

ELEMENTS IN THE NSW RECORDKEEPING METADATA STANDARD:

AGENT ENTITY

NRKMS 21   Category Type

Entity	AGENT
Name	CATEGORY TYPE
Registration number	NRKMS 21
Definition	Identifies the type of agent being described

	Recommended values:	
	Person	A person is an individual officer working within a public office
	Work Group	A work group or work team is a small group of officers employed within a public office and involved in the same business activities
	Organisational Unit	An organisational unit is a broader aggregation of employees of a public office. A public office is generally divided into several organisational units, which are themselves comprised of a number of work groups
	Agency	An agency is a public office within the NSW Government structure
	If your organisation groups agents in some other form of aggregation, this should be indicated as a preferred Category Type.	

Purpose	• categorise agents • facilitate understanding of the agent being described • enable searches to be restricted to agents at a particular level of aggregation
Element qualifiers	None
Value components	None
Scheme	None
Recommended obligation	Recommended mandatory

Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Not repeatable
Comments	None

NRKMS 22   Identifier

Entity	**AGENT**
Name	**IDENTIFIER**
Registration number	NRKMS 22
Definition	States the unique identification of an agent An identifier will most frequently be a group of numbers or could be an alpha-numeric mix.
Purpose	• uniquely identify agents • act as a reference point for the agent described • provide a link to an agent's description and act as a link to other related entities
Element qualifiers	None
Value components	NRKMS 22.1 Domain
Scheme	**Possible schemes:** *Person* • A position identifier could be used as an identifier for individual employees within an organisation. Employee numbers could also be used. *Agency* • An organisational ABN could be used as an agency identifier. • Unique identifiers from within the State Records' Control System could also be used as agency identifiers.
Recommended obligation	Recommended mandatory
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**Uniqueness of identifiers** At lower levels of aggregation an identifier may only be unique in the agency environment. If an agent is to ensure its unique identification in broader environments, it may need to be combined with the identifier of a broader entity,

<table>
<tr><td></td><td>such as an agency. An identifier can therefore be comprised of a string of terms and/or numbers.

Multiple identifiers

An agent may have a variety of identifiers – such as an employee number and a position number. One of these should be selected to become the mechanism by which it is identified through time. The choice of identifier to identify agents should also be standard through the organisation.

Differences between titles and identifiers

An agent identifier is generally a numeric identifier and an agent title is generally a textual identifier. Both identifiers and titles provide means by which agents can be identified. It is recommended that both forms of identification, if they exist, be used.</td></tr>
</table>

NRKMS 22.1   Domain

Entity	**AGENT**
Name	**DOMAIN**
Registration number	NRKMS 22.1
Value type	Value component
Definition	Indicates the environment in which the identifier is meaningful or the environment in which the identifier uniquely identifies an agent
Purpose	• ensure identifiers are meaningful • ensure agents can be identified
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** This component should only be used when an agent has not been assigned an identifier that is unique in the global domain. That is, if a public office assigns identifiers which enable agents to be uniquely identified irrespective of the environment in which they operate, it will not have to use this component. If however, the identifiers used are not unique, the Domain value component should be used in order to identify the area in which this identifier is relevant, understood and unique.

Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comment	**Recommended value** The recommended value for this qualifier is either be the name of the public office, or the name of an area or office within the public office, in conjunction with the name of the public office. For example, a domain in which an identifier is unique could be 'Government Recordkeeping, State Records Authority of NSW'

NRKMS 23   Title

Entity	AGENT
Name	TITLE
Registration number	NRKMS 23
Definition	States the name of an agent
Purpose	• assist in the identification and differentiation of agents • facilitate searching and retrieval
Element qualifiers	NRKMS 23.1 Alternative Title NRKMS 23.2 Abbreviated Title
Value components	NRKMS 23.3 Title Date
Scheme	None
Recommended obligation	Recommended mandatory
Conditions of use	**Presentation of titles** For personal names, it is recommended that names be presented in the order family name, followed by given name. For example: - Fraser, Dawn - Koo, Evelyn
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable [4]
Comments	None

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[4] Names or titles would be repeated in order to capture a range of variations to the title within the system. For example, in order to facilitate searching, it may be useful to capture the alternative or abbreviated titles of agents, as well as their full titles. The element qualifiers *Alias* and *Abbreviated* should be used to indicate these variations to an agent's name or title.

NRKMS 23.1   Alternative Title

Entity	**AGENT**
Name	**ALTERNATIVE TITLE**
Registration number	NRKMS 23.1
Value type	Element qualifier
Definition	Indicates whether an agent's title is the alternative name by which it is known
Purpose	• facilitate searching and retrieval
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**When to use this qualifier** This qualifier should only be used to include additional search terms within a system. The alternative title of an agent should only be captured in a system if the agent's full title has also been captured.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 23.2   Abbreviated Title

Entity	**AGENT**
Name	**ABBREVIATED TITLE**
Registration number	NRKMS 23.2
Value type	Element qualifier
Definition	Indicates whether an agent's title is an abbreviation of the title by which it is known
Purpose	• facilitates searching and retrieval
Scheme	None
Recommended obligation	Recommended optional

Conditions of use	**When to use this qualifier** This qualifier should only be used to include additional search terms within a system. The abbreviated title of an agent should only be captured in a system if the agent's full title has also been captured.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comment	None

NRKMS 23.3   Title Date

Entity	**AGENT**
Name	**TITLE DATE**
Registration number	NRKMS 23.3
Value type	Value component
Definition	Indicates the date a title was imposed or the date range during which a title is valid
Purpose	• provide date specificity for accountability or evidential purposes • facilitate searching and retrieval for agents operating in a specific date
Scheme	**Optional scheme:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended optional
Conditions of use	**When to use Date value components** If required, the Date value component can be used with both the Title element and its element qualifiers.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 24 Date

Entity	**AGENT**
Name	**DATE**
Registration number	NRKMS 24
Definition	Specifies the date or collection of dates applicable to an agent
Purpose	• provide date and time specificity • contribute to the evidential value and accountability of agent information and the transactions agents are involved with • contribute to the usefulness of agent information • facilitate searching for agent information
Element qualifiers	NRKMS 24.1 Commencement NRKMS 24.2 Cessation NRKMS 24.3 Operational Period
Value components	None
Scheme	**Recommended scheme:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times* [i]
Recommended obligation	**Use of element qualifiers** The Date element should not be used by itself but should be used in conjunction with its element qualifiers. The qualifiers associated with this element are identified in the following tables.
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None
	[i] These standards recommend that dates be presented in the form year-month-day (YYYY-MM-DD). For example, the date 30 June 2000 would be represented as 2000-06-30. See *Managing Metadata – Strategies for creating and maintaining recordkeeping metadata* for more information

	about these standards.

NRKMS 24.1   Commencement Date

Entity	AGENT
Name	**COMMENCEMENT DATE**
Registration number	NRKMS 24.1
Value type	Element qualifier
Definition	Indicates the date of an agent's commencement or establishment. This element could indicate: • the date a person commenced in a position • the date a workgroup was established or • the date an organisation began
Purpose	• provide date and time specificity • contribute to the evidential value and accountability of agent information and the transactions agents are involved with • contribute to the usefulness of agent information • facilitate searching for agent information
Scheme	**Recommended scheme:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended mandatory
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 24.2   Cessation Date

Entity	**AGENT**
Name	**CESSATION DATE**
Registration number	NRKMS 24.2
Value type	Element qualifier
Definition	Indicates the date of an agent's cessation or termination. This element could indicate: • the date a person left in a position • the date a workgroup was disestablished or • the date of an organisation's disestablishment
Purpose	• provide date and time specificity • contribute to the evidential value and accountability of agent information and the transactions agents are involved with • contribute to the usefulness of agent information • facilitate searching for agent information
Scheme	**Recommended scheme:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended mandatory, when an agent has ceased employment or operation
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 24.3   Operational Period

Name	**OPERATIONAL PERIOD**
Registration number	NRKMS 24.3
Value type	Element qualifier

Definition	Indicates the date range during which an agent was working or in operation
Purpose	• provide date and time specificity • contribute to the evidential value and accountability of agent information and the transactions agents are involved with • contribute to the usefulness of agent information • facilitate searching for agent information
Scheme	**Recommended scheme:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 25   Mandate

Entity	AGENT
Name	MANDATE
Registration number	NRKMS 25
Role	Identifies and provides information about the instrument that provides the administrative or legal authority of an agent

Mandates that establish or authorise an agent's

• competence

• actions or

• abolition

could be identified within this element.

Mandates can be internal or external. Internal mandates include policy, administrative instructions, business decisions or authorisations. External mandates include laws, regulations, standards or statements of best practice etc. |
| Purpose | • identify and document the source of an agent's authority

• demonstrate compliance with legislative or other requirements |
| Element qualifiers | None |
| Value components | NRKMS 25.1   Mandate Title

NRKMS 25.2   Mandate Type

NRKMS 25.3   Mandate Identifier

NRKMS 25.4   Mandate Date

NRKMS 25.5   Mandate Description

NRKMS 25.6   Mandate Jurisdiction |
| Scheme | None |
| Recommended obligation | Recommended optional |

Conditions of use	Use of value components
	The Mandate element cannot be used by itself, but must be used in conjunction with its value components. The components associated with this element are identified in the following tables.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**Identification of mandate information** Completing the DIRKS process would identify much of the information required within this element.

NRKMS 25.1   Mandate Title

Entity	AGENT
Name	MANDATE TITLE
Registration number	NRKMS 25.1
Value type	Value component
Definition	Identifies the name of the mandate
Purpose	• identify and document the source of agent's authority • facilitate searching for a particular mandate that imposes an agent's authority
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**Minimum Mandate description** When using value components to describe a mandate, the description should be comprised of the Mandate Title and Mandate Type value components in order to effectively describe the mandate.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 25.2   Mandate Type

Entity	**AGENT**
Name	**MANDATE TYPE**
Registration number	NRKMS 25.2
Value type	Value component
Definition	Identifies the type of mandate that is being described
Purpose	• identify and document the type of mandate • facilitate searching for a particular mandate
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**Minimum Mandate description** If only value components are used to describe a mandate, the description should be comprised of the Mandate Title and Mandate Type value components to effectively describe the mandate.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**Possible values:** Possible values for this component include: • legislation • formal directive • industry regulation • best practice standard • internal business requirement • community expectation

NRKMS 25.3   Mandate Identifier

Entity	AGENT
Name	**MANDATE IDENTIFIER**
Registration number	NRKMS 25.3
Value type	Value component
Definition	States the means by which a mandate can be identified
Purpose	• identify a mandate • facilitate searching for a particular mandate
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**Identifier reference** This element can also refer to a particular reference within the mandate, such as a section or paragraph

NRKMS 25.4   Mandate Date

Entity	AGENT
Name	**MANDATE DATE**
Registration number	NRKMS 25.4
Value type	Value component
Definition	Specifies the date the mandate came into effect and/or proposed dates of review
Purpose	• provides date specificity for accountability or evidentiary purposes • facilitates searching and retrieval for mandates of a particular period
Scheme	**Optional standard:** Australian Standard AS 3802 / International Standard ISO

	8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 25.5   Mandate Description

Entity	**AGENT**
Name	**MANDATE DESCRIPTION**
Registration number	NRKMS 25.5
Value type	Value component
Definition	Provides a free text description of the mandate
Purpose	• explain or more full describe a mandate • facilitate searching
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**Duplication of mandate information** This element should contain a textual description of a mandate. It should not duplicate information that could be contained in other value components associated with the Mandate element.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**Sources of descriptive information** The data value for this component could be derived from the mandate itself, such as the introduction to a piece of legislation or the scope statement of a policy document. Alternatively it could be a free text description of the mandate.

NRKMS 25.6   Mandate Jurisdiction

Entity	**AGENT**
Name	**MANDATE JURISDICTION**
Registration number	NRKMS 25.6
Value type	Value component
Definition	Indicates the jurisdiction in which an agent's mandate operates
Purpose	• facilitate searching for mandates
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**Example of jurisdiction information** An example of a particular jurisdiction could be Regional and Rural NSW. A public office could use the Jurisdiction component to tag the descriptions of all agents with responsibilities for regional and rural responsibilities. This component can therefore help public offices document and calculate their responses to this and other official government requirements.

NRKMS 26   Place

Entity	AGENT
Name	**PLACE**
Registration number	NRKMS 26
Definition	Identifies the physical or virtual location of an agent
Purpose	• facilitate accessibility of agents • contextualise agents • facilitate provision of agency services
Element qualifiers	NRKMS 26.1 Business Address NRKMS 26.2 Contact Address
Value components	None
Scheme	None
Recommended obligation	**Use of element qualifiers** The Place element should not be used by itself but should be used in conjunction with its element qualifiers. The qualifiers associated with this element are identified in the following tables. These tables contain details of the mandatory Place requirements.
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 26.1   Business Address

Entity	AGENT
Name	**BUSINESS ADDRESS**
Registration number	NRKMS 26.1
Value type	Element qualifier
Definition	Identifies the physical location or address of an agent

Purpose	• facilitate accessibility of agents
	• contextualise agents
	• facilitate provision of agency services
Scheme	None
Recommended obligation	Recommended mandatory
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**Forms of addresses** The business address for a person, workgroup or agency could be a URL, as well as a physical address

NRKMS 26.2   Contact Address

Entity	**AGENT**
Name	**CONTACT ADDRESS**
Registration number	NRKMS 26.2
Value type	Element qualifier
Definition	Identifies the address that should be used to contact an agent by phone, mail or email
Purpose	• facilitate accessibility of agents
	• facilitate provision of agency services
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable

Comments	**Forms of addresses**
	The contact address for a person, workgroup or agency could be a URL, as well as a physical address

NRKMS 26.3   Place Date

Entity	**AGENT**
Name	**PLACE DATE**
Registration number	NRKMS 26.3
Value type	Value component
Definition	Indicates the date that the business and/or contact address for an agent was applied
Purpose	• provide date specificity for accountability or evidential purposes • facilitate searching and retrieval of location information • indicate the currency of place data
Scheme	**Optional scheme:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** This value component can be used in conjunction with each of Place's element qualifiers
Applicability	Applicable at all types of agent
Repeatability	Repeatable
Comments	None

NRKMS 27   Function

Entity	**AGENT**
Name	**FUNCTION**
Registration number	NRKMS 27
Definition	Lists descriptors used to identify the business performed by the agent
Purpose	• relate an agent to the business functions it performs • provide evidence of the transaction of particular business functions • provide a means by which the transaction of a particular business function can be measured • facilitate searching for agents that perform a particular business function
Element qualifiers	NRKMS 27.1 Function Descriptor NRKMS 27.2 Activity Descriptor NRKMS 27.3 Transaction Descriptor
Value components	NRKMS 27.4 Function Identifier NRKMS 27.5 Function Date NRKMS 27.6 Function Description
Scheme	**Recommended schemes:** • *Keyword AAA* (revised 1998) • public office specific merged thesaurus
Recommended obligation	Recommended mandatory
Conditions of use	**Rules to consider** If schemes such as *Keyword AAA* are used, the standard rules that govern the use of these schemes should be applied
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 27.1   Function Descriptor

Entity	AGENT
Name	**FUNCTION DESCRIPTOR**
Registration number	NRKMS 27.1
Value type	Element qualifier
Definition	Identifies the business function or functions performed by the agent
Purpose	• relate an agent to the business functions it performs • provide evidence of the transaction of particular business functions • provide a means by which the transaction of a particular business function can be measured • facilitate searching for agents that perform a particular business function
Scheme	**Recommended scheme:** • *Keyword AAA* (revised 1998) • public office specific merged thesaurus
Recommended obligation	Recommended optional
Conditions of use	**Rules to consider** If schemes such as *Keyword AAA* are used, the standard rules that govern the use of these schemes should be applied
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 27.2   Activity Descriptor

Entity	AGENT
Name	**ACTIVITY DESCRIPTOR**
Registration number	NRKMS 27.2

Value type	Element qualifier
Definition	Identifies the business activity or activities performed by the agent
Purpose	• relate an agent to the business activities it performs • provide evidence of the transaction of particular business activities • provide a means by which the transaction of a particular business activity can be measured • facilitate searching for agents that perform a particular business activity
Scheme	**Recommended:** • *Keyword AAA* (revised 1998) • public office specific merged thesaurus
Recommended obligation	Recommended optional
Conditions of use	**Rules to consider** If schemes such as *Keyword AAA* are used, the standard rules that govern the use of these schemes should be applied
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 27.3   Transaction Descriptor

Entity	**AGENT**
Name	**TRANSACTION DESCRIPTOR**
Registration number	NRKMS 27.3
Value type	Element qualifier
Definition	Identifies the business transaction or transactions performed by an agent
Purpose	• relate an agent to the business transactions it performs • provide evidence of the transaction of particular

	business transactions
	• provide a means by which the transaction of a particular business transaction can be measured
	• facilitate searching for agents that perform a particular business transaction
Scheme	**Recommended:**
	• *Keyword AAA* (revised 1998)
	• public office specific merged thesaurus
Recommended obligation	Recommended optional
Conditions of use	**Rules to consider**
	If schemes such as *Keyword AAA* are used, the standard rules that govern the use of these schemes should be applied
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 27.4   Function Identifier

Entity	**AGENT**
Name	**FUNCTION IDENTIFIER**
Registration number	NRKMS 27.4
Value type	Value component
Definition	Lists the identifier of the function, activity or transaction performed by the agent
Purpose	• allow functions, activities and transactions to be uniquely identified
	• facilitate searching for agents that perform a particular function, activity or transaction
Scheme	None
Recommended obligation	Recommended optional

Conditions of use	**When to use this component**
	Value components can be used in conjunction with each of Function's element qualifiers and value components
Applicability	Applicable to all levels of aggregation
Repeatability	Repeatable
Comments	**Meaning of identifier**
	An identifier is usually a numeric or alphanumeric code which uniquely identifies a function, activity or transaction. The title of a function is another form of function identification which is captured in NRKMS 27.1 – NRKMS 27.3. It should be noted that not all functions, activities or transactions have a numeric or alphanumeric identifier.

NRKMS 27.5   Function Date

Entity	**AGENT**
Name	**FUNCTION DATE**
Registration Number	NRKMS 27.5
Value type	Value component
Definition	Indicates the date the function came into effect and/or proposed dates of review
Purpose	• provide date specificity for accountability or evidentiary purposes • facilitate searching and retrieval for functions performed by an agent in a particular period
Scheme	**Optional scheme:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** Value components can be used in conjunction with each of Function's element qualifiers and value components
Applicability	Applicable at all levels of aggregation

Repeatability	Repeatable
Comments	**Qualification of dates** If dates are used to qualify a function, drop down menus can be used to specify their meaning. For example, drop down menus could be used to indicate that a particular date was the date a function began, concluded or is the date scheduled for its review.

NRKMS 27.6   Function Description

Entity	**AGENT**
Name	**FUNCTION DESCRIPTION**
Registration number	NRKMS 27.6
Value type	Value component
Definition	Provides a free text description of the function, activity or transaction performed by the agent
Purpose	• explain or more fully describe a function, activity or transaction • facilitate searching for agents that perform a particular function, activity or transaction
Scheme	**Recommended scheme:** • *Keyword AAA* (revised 1998) and/or • public office specific merged thesaurus
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** Value components can be used in conjunction with each of Function's element qualifiers or value components
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable

Comments	Possible data value
	Possible data value This value component should contain a free text description of a function, activity and/or transaction. The information contained in this component should be the same or similar information to that contained within the scope note of a thesaurus.

NRKMS 28   Relation

Entity	**AGENT**
Name	**RELATION**
Registration number	NRKMS 28
Definition	Specifies and identifies a relationship or set of relationships between and/or among agents, records and functions
Purpose	• establish contextual relationships between agents and/or the records and functions with which they operate • provide evidence of an agent's relationship to other agents, records and functions • foster accountability by linking agents to the records they create and the activities they perform • link related entities and provide a full picture of an organisation's personnel and activities
Element qualifiers	None
Value components	NRKMS 28.1 Related Entity Identifier NRKMS 28.2 Relationship Type NRKMS 28.3 Relationship Date NRKMS 28.4 Relationship Mandate NRKMS 28.5 Relationship Business Rules
Scheme	None
Recommended obligation	**Use of element qualifiers** The Relation element should not be used by itself but should be used in conjunction with its element qualifiers. The qualifiers associated with this element are identified in the following tables.
Conditions of use	**One to many rule** This element can be one to many. That is, it should be possible to establish a number of relationships between an agent and a variety of other entities, including records, agents and functions.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable

Comment	**Importance of relationships**
	This element is one of the most crucial in the set in that it enables the linkages to be established between the entities described by the metadata standard. If the full functionality of the metadata standard is implemented, the Relation element is the key to establishing persistent linkages between entities.

NRKMS 28.1   Related Entity identifier

Entity	**AGENT**
Name	**RELATED ENTITY IDENTIFIER**
Registration number	NRKMS 28.1
Value type	Value component
Definition	Identifies the agents, records or functions to which this agent is related
Purpose	• establish contextual relationships between agents and/or the records and functions with which they operate • provide evidence of an agent's relationship to other agents, records and functions • foster accountability by linking agents to the records they create and the activities they perform • link related entities and provide a full picture of an organisation's personnel and activities
Scheme	**Possible schemes:** Any schemes that have been adopted to generate the identifiers for agents, records or functions could be used. These include: • public office classification and numbering schemes • Australian Business Numbers (ABNs)
Recommended obligation	Recommended mandatory
Conditions of use	**Means of identification** A related agent, record or function should be identified using its unique identifier or, if this is not appropriate, its name

Applicability	Applicable to all types of agent
Repeatability	Repeatable
Comments	None

NRKMS 28.2   Relationship Type

Entity	**AGENT**
Name	**RELATIONSHIP TYPE**
Registration number	NRKMS 28.2
Value type	Value component
Definition	Identifies and defines the nature of the relationship between an agent and the entity or entities to which it is related. For example, the Relationship Type value component could indicate that an agent works in a particular workgroup or that an agent performs a specific business activity.
Purpose	• facilitate understanding of the relationship • create meaningful linkages between entities • provide adequate context for agents, records and functions
Scheme	None, but possible values are listed below
Recommended obligation	Recommended mandatory
Conditions of use	**What Relationship Type data should indicate** Relationship Type metadata should indicate the type of entities a relationship exists between. That is, it should be possible to understand that a relationship exists between an agent and a record. The metadata should then be capable of indicating or inferring the type of relationship that exists between them. For example, that the agent identified is the agent who authored the record. See the Comments field for a range of possible relationship types.
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable This value is repeatable as an agent may have the same relationship with more than one record, agent or function or an agent may have more than one relationship with a record, agent or function.

Comments	**Possible relationship types:** A large range of possible values can be used with this component. These include:
	Agent to agent Previous agent Subsequent agent Contains Is part of
	Agent to record Creates Contributes to Authorises Receives Owns
	Agent to function Performs
	Record to record Previous record Subsequent record Controls Controlled by Contains Is part of
	Record to agent Created by Contributed to by Authorised by Received by Owned by

	Record to function
	Documents
	Required by
	Function to function
	Previous function
	Subsequent function
	Contains
	Is part of
	Function to agent
	Performed by
	Function to record
	Generates
	Development of organisational value types Public offices can use the above as values for this qualifier or can devise their own data values that are specific to their business needs. **Drop down menus** The different types of relationships specified in the list above can be selected via the use of drop down menus, if this is an appropriate option for the public office.

NRKMS 28.3   Relationship Date

Entity	**AGENT**
Name	**RELATIONSHIP DATE**
Registration number	NRKMS 28.3
Value type	Value component
Definition	Provides the start and/or end date for a relationship between an agent, record or function
Purpose	• place the relationship in time • provide an evidential record of when a relationship existed

	• facilitate understanding
	• provide meaningful linkages between related entities
Scheme	**Optional scheme:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended optional
Condition of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 28.4   Relationship Mandate

Entity	**AGENT**
Name	**RELATIONSHIP MANDATE**
Registration number	NRKMS 28.4
Value type	Value component
Definition	Describes the mandate that establishes the relationship between the agent and another agent, record or function
Purpose	• provide justification for relationship • facilitate understanding of relationship • provide evidential and contextualised linkages between related entities
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 28.5   Relationship Business Rules

Entity	AGENT
Name	**RELATIONSHIP BUSINESS RULES**
Registration number	NRKMS 28.5
Value type	Value component
Definition	Describe the business rules that govern the relationship between an agent and another agent, record or function
Purpose	• provide accountability for relationships between agents and other entities • contextualise relationships between agents and other entities • provide the rules to govern the automatic creation of relationships between agents and other entities
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 29   Description

Entity	AGENT
Name	DESCRIPTION
Registration number	NRKMS 29
Definition	Provides a free text description of an agent
Purpose	• facilitate searching and retrieval of agent information • facilitate understanding of an agent • preserve meaning and understanding over time
Element qualifiers	None
Value components	None
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**Information duplication** This element should not include or duplicate information contained within other metadata elements
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	None

NRKMS 30   Language

Entity	AGENT
Name	LANGUAGE
Registration number	NRKMS 30
Definition	Identifies the language or script in which an agent operates
Purpose	• to facilitate searching and retrieval of agent information • to limit searches to agents operating in a particular language
Element qualifiers	None
Value components	None
Scheme	**Recommended schemes:** • RFC 1766, 'Tags for the identification of languages' • Certain public offices may also have their own internal schemes or abbreviations for identifying languages. These can be used if they are the accepted standard within the organisation.
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable at all levels of aggregation
Repeatability	Repeatable
Comments	**Application of a standard data value** Depending on the nature of the public office's business, 'English' could be used as a standard value. Alternatively its code in RFC 1766 can be used as the assigned value – en [RFC 1766]. It is anticipated, however, that the majority of public offices would not be required to implement this element.

ELEMENTS IN THE NSW RECORDKEEPING METADATA STANDARD:

FUNCTION ENTITY

NRKMS 31   Category Type

Entity	**FUNCTION**
Name	**CATEGORY TYPE**
Registration number	NRKMS 31
Definition	Identifies the type of function being described
	Recommended values:

	Business Transaction	A specific business process performed by a public office
	Business Activity	Business activities undertaken by a public office. Business transactions combine to form a business activity.
	Function	Broad business functions performed by a public office. Numerous activities combine to form a business function. Public offices are generally responsible for several functions.

	If your organisation groups functions in some other form of aggregation, this should be indicated as a preferred Category Type.
Purpose	• categorise functions • facilitate understanding of the function being described • enable searches to be restricted to functions at a particular level of aggregation
Element qualifiers	None
Value components	None
Scheme	None
Recommended obligation	Recommended mandatory
Conditions of use	None
Applicability	Applicable to all types of functions
Default value	None

Repeatability	Not repeatable
Comments	None

NRKMS 32   Identifier

Entity	**FUNCTION**
Name	**IDENTIFIER**
Registration number	NRKMS 32
Definition	State the unique identifier associated with a function, activity or transaction. An identifier will most frequently be a number or could be an alpha-numeric mix.
Purpose	• uniquely identify functions • act as a reference point for the function described • provide a link to the function's description and act as a linkage point to other related entities
Element qualifiers	None
Value components	NRKMS 32.1 Domain
Scheme	**Possible schemes:** *Function* • Unique identifiers from within the State Records' Control System could be used as function identifiers
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable to all types of functions
Repeatability	Repeatable
Comments	**Uniqueness of identifiers** At lower levels of aggregation a function's identifier may only be unique in the agency environment. If the function is to ensure its unique identification in broader environments, its identifier may need to be combined with the identifier of a broader entity, such as an agency. An identifier can therefore be comprised of a string of terms and/or numbers. **Differences between titles and identifiers** A function identifier is generally a numeric identifier and a function title is generally a textual identifier. Both titles and identifiers provide means by which functions can be identified, although not all functions may have a unique

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	identifier. In these cases, a function's title would be its sole form of identification. See NRKMS 33 for further information about function title requirements.

NRKMS 32.1   Domain

Entity	**FUNCTION**
Name	**DOMAIN**
Registration number	NRKMS 32.1
Value type	Value component
Definition	Indicates the environment in which the identifier is meaningful, or the environment in which the identifier uniquely identifies a function
Purpose	• ensure identifiers are meaningful • ensure functions can be identified, irrespective of the environment in which they operate
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** This component should only be used when a function has not been assigned an identifier that is unique in the global domain. That is, if a public office assigns identifiers which enable functions to be uniquely identified irrespective of the environment in which they operate, it will not have to use this component. If however, the identifiers used are not unique, the Domain value component should be used in order to identify the area in which this identifier is relevant, understood and unique.
Applicability	Applicable to all types of functions
Repeatability	Repeatable
Comment	**Recommended value** The recommended value for this qualifier is either be the name of the public office, or the name of an area or office within the public office, in conjunction with the name of the public office. For example, a domain in which an identifier is unique could be 'Government Recordkeeping, State Records Authority of NSW'

NRKMS 33   Title

Entity	**FUNCTION**
Name	**TITLE**
Registration number	NRKMS 33
Definition	States the name of a function, activity or transaction
Purpose	• assist in the identification and differentiation of functions • facilitate searching for and retrieval of functional information
Element qualifiers	NRKMS 33.1 Alternative Title NRKMS 33.2 Abbreviated Title
Value components	NRKMS 33.3 Title Date
Scheme	**Optional:** • *Keyword AAA* (revised 1998) or • public office specific merged thesaurus
Recommended obligation	Recommended mandatory
Conditions of use	None
Applicability	Applicable to all types of functions
Repeatability	Repeatable Names or titles would be repeated in order to capture a range of variations to the title within the system. For example, in order to facilitate searching, it may be useful to capture the alternative or abbreviated titles of functions, as well as their full titles, in order to facilitate searching or understanding. The element qualifiers *Alternative Title* and *Abbreviated Title* should be used to indicate these variations to a function's name or title
Comments	None

NRKMS 33.1   Alternative Title

Entity	**FUNCTION**
Name	**ALTERNATIVE TITLE**
Registration number	NRKMS 33.1

Value type	Element qualifier
Definition	Indicates that a function's title is the alternative name by which it is known
Purpose	• facilitate searching and retrieval of functional information
Scheme	**Optional:** • *Keyword AAA* (revised 1998) or • public office specific merged thesaurus
Recommended obligation	Recommended optional
Conditions of use	**When to use this qualifier** This qualifier should only be used to include additional search terms within a system. The alternative title of a function should only be captured in a system if the function's full title has also been captured.
Applicability	Applicable to all types of functions
Repeatability	Repeatable
Comments	None

NRKMS 33.2   Abbreviated Title

Entity	**FUNCTION**
Name	**ABBREVIATED TITLE**
Registration number	NRKMS 33.2
Value type	Element qualifier
Definition	Indicates whether a function's title is an abbreviation of the title by which it is known
Purpose	• facilitate searching and retrieval of functional information
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**When to use this qualifier**

	This qualifier should only be used to include additional search terms within a system. The abbreviated title of a function should only be captured in a system if the function's full title has also been captured.
Applicability	Applicable to all types of functions
Repeatability	Repeatable
Comment	None

NRKMS 33.3   Title Date

Entity	**FUNCTION**
Name	**TITLE DATE**
Registration number	NRKMS 33.3
Value type	Value component
Definition	Indicates the date that a title was imposed or the date range during which a title is valid
Purpose	• provide date specificity for accountability or evidential purposes • facilitate searching and retrieval for functions performed during a specific period
Scheme	**Optional scheme:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended optional
Conditions of use	**When to use Date value components** If required, the Date value component can be used with both the Title element and its element qualifiers
Applicability	Applicable to all types of functions
Repeatability	Repeatable
Comments	None

NRKMS 34   Date

Entity	**FUNCTION**
Name	**DATE**
Registration number	NRKMS 34
Definition	Specifies the date or collection of dates applicable to a function
Purpose	• provide date and time specificity • contribute to the evidential value and accountability of function information • contribute to the usefulness of function information • facilitate searching for function information
Element qualifiers	NRKMS 34.1 Execution NRKMS 34.2 Implementation NRKMS 34.3 Validity
Value components	None
Scheme	**Recommended scheme:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times* [i]
Recommended obligation	**Use of element qualifiers** The Date element should not be used by itself but should be used in conjunction with its element qualifiers. The qualifiers associated with this element are identified in the following tables.
Conditions of use	None
Applicability	Applicable to all types of functions
Repeatability	Repeatable
Comments	None
	[i] These standards recommend that dates be presented in the form year-month-day (YYYY-MM-DD). For example, the date 30 June 2000 would be represented as 2000-06-30. See *Managing Metadata – Strategies for creating and maintaining recordkeeping metadata* for more information

	about these standards.

NRKMS 34.1   Date of Execution

Entity	**FUNCTION**
Name	**DATE OF EXECUTION**
Registration number	NRKMS 34.1
Value type	Element qualifier
Definition	Indicates the date of a function's execution. This element should indicate: • the date a transaction was or is to be performed within an organisation • the date an activity was or is to be performed within an organisation • the date a function was or is to be performed within an organisation
Purpose	• provide date and time specificity • contribute to the evidential value and accountability of function information • contribute to the usefulness of function information • facilitate searching for function information
Scheme	**Recommended scheme:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable to all types of functions
Repeatability	Repeatable
Comments	None

NRKMS 34.2   Date of Implementation

Entity	FUNCTION
Name	**DATE OF IMPLEMENTATION**
Registration number	NRKMS 34.2
Value type	Element qualifier
Definition	Indicates the date of a function's commencement or establishment. This element should indicate: • the date a transaction began to be performed within an organisation • the date an activity began to be performed within an organisation • the date a function began to be performed within an organisation
Purpose	• provide date and time specificity • contribute to the evidential value and accountability of functional information • contribute to the usefulness of function information • facilitate searching for function information
Scheme	**Recommended scheme:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable to all types of functions
Repeatability	Repeatable
Comments	None

NRKMS 34.3   Dates of Validity

Entity	**FUNCTION**
Name	**DATES OF VALIDITY**
Registration number	NRKMS 34.3
Value type	Element qualifier
Definition	Indicates the period during which a transaction, activity or function is or was valid. This element should indicate: • the period during which a transaction was or is to be performed within an organisation • the period during which an activity was or is to be performed within an organisation • the period during which a function was or is to be performed within an organisation
Purpose	• provide date and time specificity • contribute to the evidential value and accountability of functional information • contribute to the usefulness of function information • facilitate searching for function information
Scheme	**Recommended scheme:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended optional
Conditions of use	**Recommended data value** This qualifier should contain a range of dates to indicate a validity period
Applicability	Applicable to all types of functions
Repeatability	Repeatable
Comments	None

NRKMS 35   Mandate

Entity	**FUNCTION**
Name	**MANDATE**
Registration number	NRKMS 35
Role	Identifies and provides information about the instrument that provides the administrative or legal authority for a function, activity or transaction Mandates that establish or authorise a function's • implementation or • abolition should be identified. Mandates can be internal or external. Internal mandates include policy, administrative instructions, business decisions or authorisations. External mandates include laws, regulations, standards or statements of best practice etc.
Purpose	• identify and document the authority for a function • demonstrate compliance with legislative or other requirements by documenting the functions that fulfil a particular legal or other requirement
Element qualifiers	None
Value components	NRKMS 35.1 Mandate Title NRKMS 35.2 Mandate Type NRKMS 35.3 Mandate ID NRKMS 35.4 Mandate Date NRKMS 35.5 Mandate Description NRKMS 35.6 Mandate Jurisdiction
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable to all types of functions
Repeatability	Repeatable

Comments	**Identification of mandate information**
	Much of the information required within this element would be identified by completing the DIRKS process

NRKMS 35.1   Mandate Title

Entity	**FUNCTION**
Name	**MANDATE TITLE**
Registration number	NRKMS 35.1
Value type	Value component
Definition	Identifies the name of a mandate
Purpose	• identify and document the authority or requirement for a function • facilitate searching for a particular mandate that requires or authorises a business function
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**Minimum Mandate description** When using value components to describe a mandate, the description should be comprised of the Mandate Title and Mandate Type value components in order to effectively describe the mandate.
Applicability	Applicable to all types of functions
Repeatability	Repeatable
Comments	None

NRKMS 35.2   Mandate Type

Entity	**FUNCTION**
Name	**MANDATE TYPE**
Registration number	NRKMS 35.2
Value type	Value component

Definition	Identifies the type of mandate that is being described
Purpose	• identify and document the authority or requirement for a function • facilitate searching for a particular mandate that requires or authorises a business function
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**Minimum Mandate description** When using value components to describe a mandate, the description should be comprised of the Mandate Title and Mandate Type value components in order to effectively describe the mandate.
Applicability	Applicable to all types of function
Repeatability	Repeatable
Comments	**Possible values:** Possible values for this component include: • legislation • formal directive • industry regulation • best practice standard • internal business requirement • community expectation

NRKMS 35.3   Mandate Identifier

Entity	**FUNCTION**
Name	**MANDATE IDENTIFIER**
Registration number	NRKMS 35.3
Value type	Value component
Definition	States the means by which a mandate can be identified
Purpose	• identify the authority or requirement for a function

	• facilitate searching for a particular mandate that requires or authorises a business function
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable to all types of function
Repeatability	Repeatable
Comments	**Identifier reference** The value in this component could be the number of an act or policy statement etc. This component could also refer to a particular reference within the mandate, such as a section or paragraph.

NRKMS 35.4   Mandate Date

Entity	**FUNCTION**
Name	**MANDATE DATE**
Registration number	NRKMS 35.4
Value type	Value component
Definition	Specifies the date the mandate came into effect and/or proposed dates of review
Purpose	• provide date specificity for accountability or evidentiary purposes • facilitate searching and retrieval for mandates of a particular period
Scheme	**Optional standard:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable to all types of functions

Repeatability	Repeatable
Comments	None

NRKMS 35.5   Mandate Description

Entity	**FUNCTION**
Name	**MANDATE DESCRIPTION**
Registration number	NRKMS 35.5
Value type	Value component
Definition	Provides a free text description of the mandate
Purpose	• explain or more fully describe a mandate • facilitate searching for functions that fulfil a particular mandate requirement
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**Duplication of mandate information** This element should contain a free text description of a mandate. It should not duplicate information that could be contained in other value components associated with the Mandate element.
Applicability	Applicable to all types of functions
Repeatability	Repeatable
Comments	**Sources of descriptive information** The data value for this component could be derived from the mandate itself, such as the introduction to a piece of legislation or the scope statement of a policy document. Alternatively it could be a free text description of the mandate.

NRKMS 35.6   Mandate Jurisdiction

Entity	**FUNCTION**
Name	**MANDATE JURISDICTION**
Registration number	NRKMS 35.6
Value type	Value component
Definition	Indicates the jurisdiction in which the mandate for a function operates
Purpose	• facilitate searching for mandates and appropriate functions that operate in a particular area
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable to all types of function
Repeatability	Repeatable
Comments	**Possible data value** This element should indicate the particular environment in which a function operates. This could be within an organisation, such as State Records NSW, in a particular geographic location, such as NSW or for a particular audience, such as the NSW public sector.

NRKMS 36   Place

Entity	FUNCTION
Name	**PLACE**
Registration number	NRKMS 36
Definition	Identifies the physical or virtual location of a function, activity or transaction
Purpose	• facilitate accessibility of functions and the services they provide • enable clients to select services of most relevance to themselves
Element qualifiers	NRKMS 36.1 Business Activity Area NRKMS 36.2 Service Delivery Point
Value components	None
Scheme	None
Recommended obligation	**Use of element qualifiers** The Place element should not be used by itself but should be used in conjunction with its element qualifiers. The qualifiers associated with this element are identified in the following tables.
Conditions of use	None
Applicability	Applicable to all types of functions
Repeatability	Repeatable
Comments	None

NRKMS 36.1   Business Activity Area

Entity	FUNCTION
Name	**BUSINESS ACTIVITY AREA**
Registration number	NRKMS 36.1
Value type	Element qualifier
Definition	Identifies the physical location or address where a function, activity or transaction is performed

Purpose	• facilitate accessibility of functions and the services they provide
	• enable clients to select services of most relevance to themselves
Scheme	None
Recommended obligation	Recommended mandatory
Conditions of use	None
Applicability	Applicable to all types of functions
Repeatability	Repeatable
Comments	**Forms of addresses**
	The activity area for a transaction, activity or function could be a URL or virtual location

NRKMS 36.2   Service Delivery Point

Entity	**FUNCTION**
Name	**SERVICE DELIVERY POINT**
Registration number	NRKMS 36.2
Value type	Element qualifier
Definition	Identifies the physical location or address where a function, activity or transactions can be accessed or provided
Purpose	• facilitate accessibility of functions and the services they provide
	• enable clients to select services of most relevance to themselves
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable to all types of functions
Repeatability	Repeatable

Comments	**Forms of addresses**
	The delivery point for a transaction, activity or function could be a URL or virtual location

NRKMS 36.3   Place Date

Entity	**FUNCTION**
Name	**PLACE DATE**
Registration number	NRKMS 36.3
Value type	Value component
Definition	Indicates the date that the business activity area and/or service delivery point information for a function was applied.
Purpose	• provide date specificity for accountability or evidential purposes • facilitate searching and retrieval of location information • indicate the currency of place data
Scheme	**Optional scheme:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** This value component can be used in conjunction with each of Place's element qualifiers
Applicability	Applicable at all types of function
Repeatability	Repeatable
Comments	None

NRKMS 37   Function

Entity	FUNCTION
Name	FUNCTION
Registration number	NRKMS 37
Definition	Lists descriptors taken from a thesaurus or classification scheme that are used to relate a function or service the business function it fulfils
Purpose	• relate an activity to the particular functions it transacts • provide evidence of the transaction of particular business functions • provide a means by which the transaction of a particular business function can be measured • facilitate searching for particular business functions
Element qualifiers	NRKMS 37.1 Function Descriptor NRKMS 37.2 Activity Descriptor NRKMS 37.3 Transaction Descriptor
Value components	NRKMS 37.4 ID NRKMS 37.5 Date NRKMS 37.6 Description
Scheme	**Recommended scheme:** • *Keyword AAA* (revised 1998) or • public office specific merged thesaurus
Recommended obligation	Recommended mandatory
Conditions of use	**Rules to consider** If such schemes are used, the standard rules that govern the use of *Keyword AAA* or other relevant schemes should be applied
Applicability	Applicable to all types of functions. It may however be most appropriate to descriptions of services, as a means to directly link services to functions.
Repeatability	Repeatable

Comments	**When to use this element**
	Not all functions or services performed by a public office are called by the appropriate business classification title as it would appear in a thesaurus such as *Keyword AAA* or a public office's merged thesaurus. This element can therefore be used to link a function or service to its appropriate functional title. As classification schemes are generally derived from legislation or other core documentation of a public office, linking services to their appropriate functional classifications is a useful mechanism for identifying ways in which a public office is meeting its legislative or other requirements to provide community services.

NRKMS 37.1　　　Function Descriptor

Entity	**FUNCTION**
Name	**FUNCTION DESCRIPTOR**
Registration number	NRKMS 37.1
Value type	Element qualifier
Definition	Relates a function or service to the broad business function it fulfils
Purpose	• relate an activity to the particular function it transacts • provide evidence of the transaction of particular business functions • provide a means by which the transaction of a particular business function can be measured • facilitate searching for particular business functions
Scheme	**Recommended scheme:** • *Keyword AAA* (revised 1998) or • public office specific merged thesaurus
Recommended obligation	Recommended optional
Conditions of use	**Rules to consider** If such schemes are used, the standard rules that govern the use of *Keyword AAA* or other relevant schemes should be applied
Applicability	Applicable to all types of function

Repeatability	Repeatable
Comments	None

NRKMS 37.2   Activity Descriptor

Entity	**FUNCTION**
Name	**ACTIVITY DESCRIPTOR**
Registration number	NRKMS 37.2
Value type	Element qualifier
Definition	Relates a function or service to the business activity it fulfils
Purpose	• relate an activity to the business activity it transacts • provide evidence of the transaction of particular business activities • provide a means by which the transaction of a particular business activity can be measured • facilitate searching for particular business activity
Scheme	**Recommended scheme:** • *Keyword AAA* (revised 1998) or • public office specific merged thesaurus
Recommended obligation	Recommended optional
Conditions of use	**Rules to consider** If such schemes are used, the standard rules that govern the use of *Keyword AAA* or other relevant schemes should be applied
Applicability	Applicable to all types of functions
Repeatability	Repeatable
Comments	None

NRKMS 37.3   Transaction Descriptor

Entity	FUNCTION
Name	**TRANSACTION DESCRIPTOR**
Registration number	NRKMS 37.3
Definition	Relates a function or service to the business transaction it fulfils
Purpose	• relate an activity to the business transaction it performs • provide evidence of the transaction of particular business activities • provide a means by which the transaction of a particular business activity can be measured • facilitate searching for particular business activity
Scheme	**Recommended scheme:** • *Keyword AAA* (revised 1998) or • public office specific merged thesaurus
Recommended obligation	Recommended optional
Conditions of use	**Rules to consider** If such schemes are used, the standard rules that govern the use of *Keyword AAA* or other relevant schemes should be applied
Applicability	Applicable to all types of functions
Repeatability	Repeatable
Comments	None

NRKMS 37.4   Function Identifier

Entity	FUNCTION
Name	**FUNCTION IDENTIFIER**
Registration number	NRKMS 37.4
Value type	Value component
Definition	Lists the identifier of the function, activity or transaction

	descriptor
Purpose	• allow functions, activities and transactions to be uniquely identified • facilitate searching for services that perform a particular function, activity or transaction
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** Value components can be used in conjunction with each of Function's element qualifiers and value components
Applicability	Applicable to all types of functions
Repeatability	Repeatable
Comments	**The difference between identifiers and titles** An identifier is usually a numeric or alphanumeric code which uniquely identifies a function, activity or transaction. The title of a function is another form of function identification which is captured in NRKMS 37.1 – NRKMS 37.3. It should be noted that not all functions, activities or transactions have a numeric or alphanumeric identifier.

NRKMS 37.5   Function Date

Entity	**FUNCTION**
Name	**FUNCTION DATE**
Registration Number	NRKMS 37.5
Value type	Value component
Definition	Indicates the date the function came into effect and/or proposed dates of review
Purpose	• provide date specificity for accountability or evidentiary purposes • facilitate searching and retrieval for functions, activities or transactions performed by an agent in a particular period
Scheme	**Optional scheme:** Australian Standard AS 3802 / International Standard ISO

	8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** Value components can be used in conjunction with each of Function's element qualifiers
Applicability	Applicable to all types of function
Repeatability	Repeatable
Comments	**Qualification of dates** If dates are used to qualify a function, drop down menus can be used to specify their meaning. For example, drop down menus could be used to indicate that a particular date was the date a function began, concluded or is the date scheduled for its review.

NRKMS 37.6   Function Description

Entity	**FUNCTION**
Name	**FUNCTION DESCRIPTION**
Registration number	NRKMS 37.6
Definition	Provides a free text description of the functional, activity or transaction descriptor
Purpose	• explain or more fully describe a function, activity or transaction • facilitate searching for functions or services that perform a particular function, activity or transaction
Scheme	**Recommended scheme:** • *Keyword AAA* (revised 1998) and/or • public office specific merged thesaurus
Recommended obligation	Recommended optional
Conditions of use	**When to use this component** Value components can be used in conjunction with each of Function's element qualifiers or value components

Applicability	Applicable to all types of functions
Repeatability	Repeatable
Comments	**Recommended data value** This value component should contain a free text description of a function, activity and/or transaction. The information contained in this component should be the same or similar information to that contained within the scope note of a thesaurus.

NRKMS 38   Relation

Entity	FUNCTION
Name	RELATION
Registration number	NRKMS 38
Definition	Specifies and identifies a relationship or set of relationships between and/or among functions, records and agents
Purpose	• establish contextual relationships between functions and/or the records and agents with which they are related • provide evidence of a function's relationship to other functions, records and agents • foster accountability by linking functions to the records they are manifest in and the agents that perform them • link related entities and provide a full picture of an organisation's personnel, records and activities
Element qualifiers	None
Value components	NRKMS 38.1 Related Entity Identifier NRKMS 38.2 Relationship Type NRKMS 38.3 Relationship Date NRKMS 38.4 Relationship Mandate NRKMS 38.5 Relationship Business Rules
Scheme	None
Recommended obligation	**Use of element qualifiers** The Relation element should not be used by itself but should be used in conjunction with its element qualifiers. The qualifiers associated with this element are identified in the following tables.
Conditions of use	**One to many rule** Relationships should be one to many. That is, it is possible to establish a number of relationships between a function and a variety of other entities, including records, agents and other functions.
Applicability	Applicable to all types of function
Repeatability	Repeatable

Comment	Importance of relationships
	This element is one of the most crucial in the set in that it enables the linkages to be established between the entities described by the metadata standard. If the full functionality of the metadata standard is implemented, the Relation element is be the key to establishing persistent linkages between entities.

NRKMS 38.1   Related Entity identifier

Entity	FUNCTION
Name	RELATED ENTITY IDENTIFIER
Registration number	NRKMS 38.1
Value type	Value component
Definition	Identifies the functions, records or agents to which this function is related.
Purpose	• establish contextual relationships between functions and/or the records and agents • provide evidence of a function's relationship to other functions, records and agents • foster accountability by linking functions to the records they are manifest in and the agents that perform them • link related entities and provide a full picture of an organisation's records, personnel and activities
Scheme	**Possible schemes:** Any schemes that have been adopted to generate the identifiers for agents, records or function. These include: • public office classification and numbering schemes • Australian Business Numbers (ABNs)
Recommended obligation	Recommended mandatory
Conditions of use	**Means of identification** A related function, record or agent should be identified using its unique identifier or, if this is not appropriate, its title
Applicability	Applicable to all types of function

Repeatability	Repeatable
Comments	None

NRKMS 38.2   Relationship Type

Entity	FUNCTION
Name	RELATIONSHIP TYPE
Registration number	NRKMS 38.2
Value type	Value component
Definition	Identifies and defines the nature of the relationship between a function and the entity or entities to which it is related. For example, the Relationship Type value component could indicate that a transaction is documented in a particular record or that an agent performs a specific business function.
Purpose	• facilitate understanding of the relationship • create meaningful linkages between entities • provide adequate context for functions, records and agents
Scheme	None, but see assigned values below
Recommended obligation	Recommended mandatory
Conditions of use	**What Relationship Type data should indicate** Relationship Type metadata should indicate the type of entities a relationship exists between. That is, it should be possible to understand that a relationship exists between a function and an agent. The metadata should then be capable of indicating or inferring the type of relationship that exists between them. For example, that the function identified is performed by a particular agent. See the Comments field for a range of possible data values.
Applicability	Applicable to all types of functions
Repeatability	Repeatable This value is repeatable as a function may have the same relationship with more than one record, agent or function or a function may have more than one relationship with a record, agent or function.

Comments	Possible relationship types:
	A large range of possible values can be used with this component. These include:
	Function to function Previous function Subsequent function Contains Is part of
	Function to record Generates
	Function to agent Performed by
	Record to function Documents Required by
	Record to record Previous record Subsequent record Controls Controlled by Contains Is part of
	Record to agent Created by Contributed to by Authorised by Received by Owned by

	Agent to function Performs
	Agent to agent Previous agent Subsequent agent Contains Is part of
	Agent to record Creates Contributes to Authorises Receives Owns

NRKMS 38.3   Relationship Date

Entity	FUNCTION
Name	RELATIONSHIP DATE
Registration number	NRKMS 38.3
Value type	Value component
Definition	Dates the relationship between a function and a function, record or agent
Purpose	• place the relationship in time • provide an evidential record of when a relationship existed • facilitate understanding • provide meaningful linkages between related entities
Scheme	**Optional scheme:** Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*

Recommended obligation	Recommended optional
Condition of use	None
Applicability	Applicable to all types of functions
Repeatability	Repeatable
Comments	None

NRKMS 38.4   Relationship Mandate

Entity	**FUNCTION**
Name	**RELATIONSHIP MANDATE**
Registration number	NRKMS 38.4
Value type	Value component
Definition	Describes the mandate that establishes the relationship between a function and another function, record or agent
Purpose	• provide justification for relationship • facilitate understanding of relationship • provide evidential and contextualised linkages between related entities
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Assigned value	None
Applicability	Applicable to all types of functions
Repeatability	Repeatable
Comments	None

NRKMS 38.5   Relationship Business Rules

Entity	**FUNCTION**
Name	**RELATIONSHIP BUSINESS RULES**
Registration number	NRKMS 38.5
Value type	Value component
Definition	Describes the business rules that govern the relationship between a function and another function, record or agent
Purpose	• provide accountability for relationships between functions and other entities • contextualise relationships between functions and other entities • provides the rules to govern the automatic creation of relationships between functions and other entities
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable to all types of functions
Repeatability	Repeatable
Comments	None

NRKMS 39   Description

Entity	**FUNCTION**
Name	**DESCRIPTION**
Registration number	NRKMS 39
Definition	Provides a free text description of a function, activity or transaction
Purpose	• facilitate searching and retrieval of functional information • facilitate understanding of a function
Element qualifiers	None
Value components	None
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	**When to use this element** The Description element should be used to improve searching for and retrieval of functional information. This element should not include or duplicate information contained within other metadata elements used to describe Function entities.
Applicability	Applicable to all types of functions
Repeatability	Repeatable
Comments	None

NRKMS 40　Language

Entity	**FUNCTION**
Name	**LANGUAGE**
Registration number	NRKMS 40
Definition	Identifies the language or script in which the function, activity or transaction is performed
Purpose	• facilitate searching and retrieval of function information • limit function searches to functions transacted in a particular language
Element qualifiers	None
Value components	None
Scheme	**Recommended schemes:** • RFC 1766, 'Tags for the identification of languages' • Certain public offices may also have their own internal schemes or abbreviations for identifying languages. These can be used if they are the accepted standard within the organisation.
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable to all types of functions
Repeatability	Repeatable
Comments	**Possible standard value** Depending on the nature of the public office's business, 'English' could be used as an assigned value. Alternatively its code in RFC 1766 can be used as the assigned value – en [RFC 1766]. It is not anticipated, however, that many public offices will be required to implement this element.

NRKMS 41   Business Rules

Entity	FUNCTION
Name	**BUSINESS RULES**
Registration number	NRKMS 41
Definition	Provides information about the business rules that specify how a function should be performed within a public office
Purpose	• document rules governing business activity • provide accountability for business activity • provide the context for business activity
Element qualifiers	None
Value components	NRKMS 41.1 Business Rules Identifier NRKMS 41.2 Business Rules Date NRKMS 41.3 Business Rules Description NRKMS 41.4 System Specification
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable to all types of functions
Repeatability	Repeatable
Comments	None

NRKMS 41.1   Business Rules Identifier

Entity	FUNCTION
Name	**BUSINESS RULES IDENTIFIER**
Registration number	NRKMS 41.1
Value type	Value component
Definition	Lists the identifier associated with a particular business rule or set of rules

Purpose	• allow business rules to be uniquely identified
	• facilitate searching for functions or activities that are performed in accordance with a particular business rule
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable to all types of functions
Repeatability	Repeatable
Comments	**The difference between identifiers and titles**
	An identifier is usually a numeric or alphanumeric code which uniquely identifies a function, activity or transaction. A title is a textual identifier. It should be noted that not all business rules may have a numeric or alphanumeric identifier.

NRKMS 41.2   Business Rules Date

Entity	**FUNCTION**
Name	**BUSINESS RULES DATE**
Registration Number	NRKMS 41.2
Value type	Value component
Definition	Indicates the date the business rule or rules came into effect and/or proposed dates of review
Purpose	• provide date specificity for accountability or evidentiary purposes
	• facilitate searching and retrieval for business rules in operation in a particular period
Scheme	**Optional scheme:**
	Australian Standard AS 3802 / International Standard ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times*
Recommended obligation	Recommended optional
Conditions of use	None

Applicability	Applicable to all types of functions
Repeatability	Repeatable
Comments	None

NRKMS 41.3   Business Rules Description

Entity	**FUNCTION**
Name	**BUSINESS RULES DESCRIPTION**
Registration number	NRKMS 41.3
Definition	Provides a free text description of the business rule or rules
Purpose	• explain or more fully describe business rules • facilitate searching for functions or services that are performed in accordance with a particular business rule
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	This value component should contain a free text description of a function, activity and/or transaction. The information contained in this component should not duplicate other information contained in other metadata elements.
Applicability	Applicable to all types of functions
Repeatability	Repeatable
Comments	None

NRKMS 41.4   System Specifications

Entity	**FUNCTION**
Name	**SYSTEM SPECIFICATIONS**
Registration number	NRKMS 41.4
Value type	Value component
Definition	Provides the information about the system that implements business rules, or provides a pointer to documentation about the system specifications
Purpose	• provide accountability for business activities • contextualise business activities • facilitate the automatic transaction of business activities that operate in accordance with particular business rules
Scheme	None
Recommended obligation	Recommended optional
Conditions of use	None
Applicability	Applicable to all types of functions
Repeatability	Repeatable
Comments	None