

Australian/New Zealand Standard™

**Recordkeeping metadata property
reference set (RMPRS)**



AS/NZS 5478:2015

This Joint Australian/New Zealand Standard was prepared by Joint Technical Committee IT-021, Recordkeeping Metadata. It was approved on behalf of the Council of Standards Australia on 12 June 2015 and on behalf of the Council of Standards New Zealand on 4 June 2015.

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The following are represented on Committee IT-021:

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PREFACE

This Standard was prepared by the Joint Standards Australia/Standards New Zealand Committee IT-021, Records and Document Management Systems.

This Standard has been developed to provide a reference set of recordkeeping metadata to support systems interoperability and records sustainability.

The Australasian recordkeeping metadata property reference set is intended to be implementation-neutral. It provides a common framework, or reference set, from which agencies and national, state and territory archives can tailor recordkeeping metadata properties required in their own specific application profiles. Using a reference set of metadata will facilitate best practice in digital recordkeeping allowing reference and mapping to a larger framework and multiple and flexible adaptation in various implementations, and to suit jurisdiction-specific requirements.

The property set utilizes the National Archives of Australia and Archives New Zealand's (common) recordkeeping metadata standard, which adopts a five-entity model. This model is a mature iteration of recordkeeping metadata, that has been developed specifically in conjunction with work on recordkeeping metadata incorporated into AS/NZS ISO 23081.2, *Information and documentation—Records management processes—Metadata for records, Part 2: Conceptual and implementation issues*.

The term 'normative' has been used in this Standard to define the application of the appendix to which it applies. A 'normative' appendix is an integral part of a Standard.

Standards Australia acknowledges that within AS/NZS 5478 it has used the Australian Government Recordkeeping Metadata Standard (AGRkMS) 2008, Version 2.0 by the National Archives of Australia (copyright Commonwealth of Australia) published at <http://www.naa.gov.au/recordsmanagement/publications/AGRkMS.aspx>.

Standards Australia further acknowledges that within AS/NZS 5478 it has used the New Zealand Government Technical Specifications for the Electronic Recordkeeping Metadata Standard which is itself a modification of the Australian Government Recordkeeping Metadata Standard (AGRkMS) 2008, Version 2.0 by the National Archives of Australia.

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STANDARDS AUSTRALIA/STANDARDS NEW ZEALAND

Australian/New Zealand Standard**Recordkeeping metadata property reference set (RMPRS)****1 SCOPE AND GENERAL****1.1 Scope**

This Standard is a ‘reference set’ of recordkeeping metadata properties. It is compatible with AS ISO 23081.1, AS/NZS ISO 23081.2 and AS/NZS ISO 23081.3. It provides additional details to these Standards by specifying recordkeeping metadata properties and their rules for use within the Australasian context.

This is a reference set in the following context:

- (a) Individual jurisdictions are expected to maintain their own specifications that contain minor variations or recommended methods of implementation (e.g. one or multiple entity implementations) and define vocabulary encoding schemes that suit their own environment.
- (b) Each jurisdiction should maintain mapping to this reference set to achieve the overall objectives of this Standard.
- (c) Individual product developers that claim conformance are expected to maintain mappings to this reference set to achieve the overall objectives of this Standard.
- (d) Individual implementation instances of recordkeeping should use this Standard as the mapping standard by which to achieve the overall objectives of this Standard.

1.2 Objective**1.2.1 General**

The objectives of this Standard are to—

- (a) inform system developers and implementers;
- (b) enable interoperability;
- (c) support records sustainability;
- (d) enable flexibility; and
- (e) harmonize existing recordkeeping metadata standards.

Clauses 1.2.2 to 1.2.6 provide details on these objectives.

1.2.2 Inform systems developers and implementers

This Standard sets out the base requirements for recordkeeping metadata properties in order to achieve robust and defensible records as defined in AS ISO 15489.1. That is, it outlines mandatory and optional metadata properties for each entity relevant to recordkeeping. It establishes a baseline for all implementations. It does not prescribe implementations.

The metadata requirements for recordkeeping can be applied in many different ways, from dedicated records software systems to business systems that create and maintain records, records service definitions, etc. Regardless of the software or design principles, vendors and implementers will be able to use the ‘reference set’ provided in this Standard to map their local metadata properties in order to ensure that their product and its implementation instance conforms to industry requirements for recordkeeping metadata.

NOTE: This Standard has been written by recordkeeping industry experts, not system designers. The language herein therefore reflects normal English usage, with no technical meaning implied in the choice of words.