
**Information and documentation —
Records management processes —
Metadata for records —**

**Part 2:
Conceptual and implementation issues**

*Information et documentation — Processus de gestion des
enregistrements — Métadonnées pour les enregistrements —*

Partie 2: Sujets conceptuels et de mise en œuvre



Reference number
ISO/TS 23081-2:2007(E)

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ISO copyright office
Case postale 56 • CH-1211 Geneva 20
Tel. + 41 22 749 01 11
Fax + 41 22 749 09 47
E-mail copyright@iso.org
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Published in Switzerland

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

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In other circumstances, particularly when there is an urgent market requirement for such documents, a technical committee may decide to publish other types of normative document:

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An ISO/PAS or ISO/TS is reviewed after three years in order to decide whether it will be confirmed for a further three years, revised to become an International Standard, or withdrawn. If the ISO/PAS or ISO/TS is confirmed, it is reviewed again after a further three years, at which time it must either be transformed into an International Standard or be withdrawn.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO/TS 23081-2 was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 11, *Archives/records management*.

ISO/TS 23081 consists of the following parts, under the general title *Information and documentation — Records management processes — Metadata for records*:

- *Part 1: Principles*
- *Part 2: Conceptual and implementation issues* [Technical Specification]

Introduction

This Technical Specification is part of the ISO 23081 series on metadata for records. It focuses on the framework for defining metadata elements for managing records and provides a generic statement of metadata elements, whether these are physical, analogue or digital, consistent with the principles of ISO 23081-1:2006.

It provides an extended rationale for metadata for managing records in organizations, conceptual models for metadata and a high level element set of generic metadata types suitable for any records environment. It defines the generic metadata types both for records entities, as well as other entities that need to be managed in order to document and understand the context of records. This Technical Specification also identifies, for key entities, a minimum number of fixed aggregation layers that are required for interoperability purposes. The models and generic metadata types outlined in the Technical Specification are primarily focused on the “records” entity. However, they are also relevant to the other entities.

This Technical Specification does not prescribe a specific set of metadata elements. Rather, it identifies generic types of metadata that are required to fulfil the requirements for managing records. This approach provides organizations with the flexibility to select specific metadata to meet their business requirements for managing their records for as long as they are required. It provides diagrams for determining the metadata elements that might be defined in a particular implementation and the metadata that could apply to each aggregation of the entities defined. It acknowledges that these entities can exist at different layers of aggregation. It defines generic metadata types that are expected to apply at all layers of aggregation, while alerting implementers to specific metadata elements that may only apply at particular layers of aggregation.

Implementing metadata for managing records in organizational and system settings involves a number of choices, which are determined by the circumstances of the organization, systems in place and the requirements for managing records.

Building upon the principles of ISO 23081-1:2006, this Technical Specification provides a further explanation on the underlying concepts of metadata schemas for managing records, offers practical guidance for developing and constructing those schemas from an organizational point of view and finally goes into issues relating to the implementation and management of metadata over time.

This Technical Specification is intended for:

- records professionals (or persons assigned within an organization for managing records in any environment) responsible for defining metadata for managing records at any layer of aggregation in either a business system or dedicated records application software,
- system/business analysts responsible for identifying metadata to manage records in business systems,
- records professionals or system analysts addressing system interoperability requirements involving records, and
- vendors, as suppliers of software applications that should support and enable the creation, capture and management of metadata over time.

