Guideline

Recordkeeping Metadata Requirements

This guideline is designed to assist units when implementing or reviewing a system or service that will store or manage university records. University Records as defined by the [Queen's Records Management Policy](#) are records, in any media or format, within the university's custody or under its control that are created, received, and maintained as evidence or information in the administration and operation of the activities of the university. These minimum recordkeeping metadata requirements based on the [ISO 23081 standard](#) (Metadata for records) promote a standardized approach to managing metadata necessary for effective records management across the university at a systems level. The purpose of this guideline is to identify necessary metadata elements and define the features of each element.

What is recordkeeping metadata?

Recordkeeping metadata is structured information used to assist with locating, retrieving, managing, maintaining, and disposing of records. Metadata evidences the business context and use of records, and when

Recordkeeping Metadata Elements

Title	
Description	A human readable and comprehensible name given to the resource by which it is commonly known.
Implementation	Identify the resource by means of a name conforming to a unit-established file naming convention

Creator	
Description	An entity primarily responsible for making the content of the resource. Examples of a Creator include a person, an organization, or a service.
Implementation	

Identifier (only applicable for electronic recordkeeping systems)	
Description	An explicit reference to the resource that identifies it using a system generated unique identifier.
Implementation	Identify the resource by means of a string or number conforming to an established identification system.

Agent Institution Identifier	
Description	Official name of the department, office, Faculty, or institution of the individual who performed an action on a record at the time the action was taken.
Implementation	Use Division ID and/or Department ID, or other relevant identifier of the individual's department, office, Faculty, or institution.

Agent Role (where applicable)	
Description	A category that identifies the job function or responsibility of a particular individual the time an action was taken on a record.
Implementation	Identify the role of the individual as defined by their department, office, Faculty, or institution.

Format (where applicable)	
Description	The size and manifestation of the record.
Implementation	Identify the page count (analog) or file size (digital), and/or the physical or digital manifestation (file type) of the record.

Addressee (where applicable)	
Description	The name of the recipient(s) to which a record has been sent.
Implementation	Identify the addressee(s) using recipient(s) name(s), or the name of the office/unit/company as appropriate.

Location	
Description	A description or indication h2 (t)-2.9 (i)10.6 (o)-6.7 (n)2.-1.6 (th)16.1 (e)]TJ ET Q

Agent Individual Identifier	
Description	A unique indicator that identifies the individual who performed an action on a record at the time the action was taken.
Implementation	Provide the Net ID or other unique ID that grants an individual access to the record system.

Record Lock (where applicable)	
Description	An indicator that a record may not be further altered.