

NARA 2014-XX: Appendix A, Minimal Metadata Elements and Terms

The tables below provide the minimum list of metadata terms necessary for describing permanent electronic records. These terms have been adapted from the [Dublin Core Metadata Initiative](#) (DCMI) to support Federal records management of permanent electronic records. DCMI identifies 15 high level properties referred to as elements and additional properties referred to as terms, which may be used to refine the meaning of an element.

In the table below, each metadata element is refined by one or more terms. All metadata terms included in the table are repeatable for an individual record, when applicable. They are not intended to exclude or supplant any additional metadata captured and maintained with federal records. The vocabulary examples used in the table are not comprehensive. NARA strongly encourages the use of controlled vocabularies, ontologies, data dictionaries, and standardized authorities, where applicable. Definitions and usage examples are included within the tables.

Identifier	
Identifier [FileName]	
URI:	http://purl.org/dc/terms/identifier
Label:	Identifier: FileName
Definition:	The complete name of the computer file including its extension (if present).
Examples:	Img001.jpg Imes_64.shp Captions_for_photographs.xls
Identifier [RecordID]	
URI:	http://purl.org/dc/terms/identifier

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Label:	Identifier: RecordID
Definition:	The unique identifier assigned by an agency or a records management system. CFR 1236.20 b1 requires that agencies assign unique identifiers to records.
Title	
Title	
URI:	http://purl.org/dc/terms/title
Label:	Title
Definition:	A name given to the record.
Comment:	Typically, a Title will be a name by which the record is formally known.
Examples:	National Surface Transportation Policy and Revenue Study Commission Public Session EO Systematic Review 30 JUN 2005
Description	
Description	
URI:	http://purl.org/dc/terms/description
Label:	Description
Definition:	A textual description of the content of the record, including abstracts for document-like objects or content descriptions for audio or video records.

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Examples:	<p>U.S. Secretary of Transportation Norman Y. Mineta introduces the members of the Commission at a May 24, 2006 press conference in Washington, D.C.</p> <p>National Surface Transportation Policy and Revenue Study Commission Public Session</p>
Creator	
Creator	
URI:	http://purl.org/dc/terms/creator
Label:	Creator
Definition:	The agent primarily responsible for the creation of the record.
Comment:	Examples of a Creator include a person, an organization, or a service. Typically, the name of a Creator should be used to indicate the entity.
Examples:	<p>National Oceanic and Atmospheric Administration</p> <p>US Department of State</p> <p>National Surface Transportation Policy and Revenue Study Commission</p> <p>John Kerry</p> <p>Tommy G. Thompson</p>
Usage:	<p>When there is a known individual creator use the individual's name [e.g. Adams, Ansel (Photographer)]</p> <p>When the creator is collectively the federal agency, use the agency name [e.g. Department of Education]</p>
Date	

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Date [CreationDate]	
URI:	http://purl.org/dc/terms/date
Label:	Date:CreationDate
Definition:	The unambiguous date that the record was created.
Comment:	Date may be used to express temporal information at any level of granularity. Recommended best practice is to use an encoding scheme, such as the W3CDTF profile of ISO 8601 [W3CDTF].
Examples:	August 1973 June 10,1970 FY 2004
Rights	
Rights [Security Classification]	
URI:	http://dublincore.org/usage/meetings/2002/10/securityClassification.shtml
Label:	Rights:SecurityClassification
Definition:	The classification allocated to the resource indicating its official security status.
Comment:	The purpose of this qualifier is to facilitate proper and appropriate management of sensitive or security classified records.
Examples:	Secret Top Secret

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	Confidential
Rights [Previous Security Classification]	
URI:	http://dublincore.org/groups/government/profile-200111.shtml
Label:	Rights:PreviousSecurityClassification
Definition:	The classification allocated to the resource indicating its official security status prior to its current status
Comment:	Many official documents have their security classification reduced over time. The ability to search on current and previous markings allows a user to locate resources that have changed their classification.
Examples:	Secret Confidential Top Secret
Rights [AccessRights]	
URI:	http://dublincore.org/groups/government/profile-200111.shtml
Label:	Rights:AccessRights
Definition:	Legal or other rights an individual has to access the resource or that regulate the administration's right to release or provide access to the resource
Comment:	Contains information on the resource's status under any information access or privacy laws or regulation. Note that this differs from, and may even conflict with, the official

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	<p>security marking given in the 'security classification'; refinement. For example an individual government officer may classify a document as 'secret' where the relevant 'access to information' legislation may regard the same document as one that should be made available to the public.</p>
Examples:	<p>FOIA (b)(6)Personal Information</p> <p>Restricted – Partly - June 10, 2003</p> <p>Unrestricted – May 15, 2010</p> <p>ITAR (International Traffic in Arms Regulations)</p>
Rights [UsageRights]	
URI:	http://purl.org/dc/terms/rights
Label:	Rights:UsageRights
Definition:	Information about copyright and trademarks rights held in and over the record.
Comment:	Typically, rights information includes a statement about various property rights associated with the record, including intellectual property rights.
Examples:	<p>Copyright – 01/23/2010</p> <p>Copyright – 01/2010</p> <p>Copyright – 2010</p>
RightsHolder	
URI:	http://purl.org/dc/terms/rightsHolder

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Label:	RightsHolder
Definition:	A person or organization owning or managing rights over the record.
Examples:	Associated Press [copyright] Northrop Grumman Corp. [copyright] Federal Bureau of Investigation [Security Classification]
Coverage	
Coverage [SpatialCoverage]	
URI:	http://purl.org/dc/terms/spatial
Label:	Coverage: SpatialCoverage
Definition:	The geographic extent or scope of the content of the record.
Comment:	Spatial topic and spatial applicability may be a named place or a location specified by its geographic coordinates. A jurisdiction may be a named administrative entity or a geographic place to which the record applies. Recommended best practice is to use a controlled vocabulary such as the Thesaurus of Geographic Names [TGN]. Where appropriate, named places can be used in preference to numeric identifiers such as sets of coordinates.
References:	[TGN] http://www.getty.edu/research/tools/vocabulary/tgn/index.html
Examples:	Los Angeles, California [digital poster] Panama Canal, Panama [digital nautical chart] Washington DC [GeoPDF map] Athens (Clarke county, Georgia, United States, North and Central

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	America) inhabited place [Geospatial TIGERfile]
Coverage [TemporalCoverage]	
URI:	http://purl.org/dc/terms/temporal
Label:	Coverage:TemporalCoverage
Definition:	The temporal extent or scope of the content of the record.
Comment:	Temporal topic may be a named period, date, or date range. Where appropriate time periods can be used in preference to numeric identifiers such as date ranges.
Examples:	5/31/2006 – 5/31/2008 [email.pst] ca.2006 - 7/2013 [database output .csv file] ?/2006 – 12/2011 [email collection]
Relation	
Relation [HasPart]	
URI:	http://purl.org/dc/terms/hasPart
Label:	Relation:HasPart
Definition:	A related record that is included either physically or logically in the described record.
Comment:	Recommended best practice is to identify the related record by means of a string conforming to a formal identification system.
Examples:	Shapefile compound record file (Imes_64_shp) has related individual parts: Imes_64.shp ; Imes_64.shx ; Imes_64_shp_xml.xml

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Relation [IsPartOf]	
URI:	http://purl.org/dc/terms/isPartOf
Label:	Relation: IsPartOf
Definition:	A related record in which the described record is physically or logically included.
Comment:	Recommended best practice is to identify the related record by means of a string conforming to a formal identification system.
Examples:	<p>Shapefile component file (Imes_64.shx) is part of a compound shapefile: Imes_64_shp</p> <p>Attached file (FMC2013-045.pdf) is part of an email: FDA Memorandum Circular No. 2013-045.eml</p> <p>Capstone email from an official (Smith_David.pst) is found in a case file management system scheduled elsewhere: N1-370-90-3, item 1200 -01</p> <p>Capstone email from an official David Smith (Important.msg) is part of a pst container: Smith_David.pst</p>