

Recordkeeping metadata policy

This is a mandated policy under the operational policy framework. Any edits to this policy must follow the process outlined on the [creating, updating, and deleting operational policies](#) page.

Overview

The department is legally required under the [State Records Act 1997](#) to create, capture, classify, retain, preserve, dispose of, and manage documents and records for specific periods identified in approved disposal schedules. Our aim is to make sure these documents and records, including their metadata, are accurate, complete, and reliable.

Metadata is data describing the context, content and/or structure of records and their management over time. Examples of metadata include the date a document was received or captured, the author of the document, who has accessed the document, security applied to the document, etc.

This policy provides guidance and strategies to enable appropriate management of recordkeeping metadata volumes within Department for Education business systems, through the development and maintenance of adequate metadata repositories. The repositories will summarise and store information about data that is collected within business systems to establish a common understanding of the meaning of the data and ensure its correct interpretation and use. Recordkeeping metadata standards identified in this document will be applied to all business systems to ensure consistent definitions are applied for business, operational and legislative requirements.

Scope

This policy applies to the recordkeeping metadata contained in and managed by department business systems.

Examples of Department for Education business systems include:

- Objective
- Microsoft 365
- Education Management System (EMS)
- Salesforce.



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Detail

Benefits of standardised recordkeeping metadata

In line with the State Records of South Australia [minimum recordkeeping metadata requirements standard](#), agencies should capture information in a structured manner to describe the identity, authenticity, content, structure, context, and essential management requirements of records. Such descriptive information will ensure that reliable, meaningful, and accessible content that satisfies business needs, evidential requirements and broader community expectations are kept.

To allow Department for Education staff to achieve compliance with these requirements, they are required to capture adequate metadata about their content and information across all department business systems in accordance with the mandatory elements described within this policy.

In meeting these requirements, a common set of core principles will be applied to all recordkeeping metadata schema. These include:

Reliability

Metadata will be consistently available and delivered as genuine, accurate and trustworthy.

Accessibility

Metadata will be consistently structured as discoverable within all business systems, including accessibility to practical discoverability tools, such as search and aggregation.

Retrieval

Metadata will act as a facilitator for retrieval of information over time and will maintain its readability and discoverability.

Maintenance

Metadata will be scrutinised over time within business systems, ensuring consistent completion and application over time.

Security

Metadata will maintain integrity over time to ensure reliability. Appropriate access controls and security conventions will be maintained across business systems to enforce integrity.

Metadata Schema

Recordkeeping Metadata Compliance Obligations

As an agency under the authority of the [State Records Act 1997](#), the Department for Education has an obligation to ensure compliance with minimum recordkeeping metadata requirements as set out within the Act and associated regulations.

Recordkeeping metadata is a vital tool for the capture and management of complete and accurate records. Recordkeeping metadata conventions relevant to department requirements are reflected within the below standards and are based upon AS/NZS 5478 recordkeeping metadata property reference set (RMPRS). Several ancillary schemes also define minimum mandatory recordkeeping metadata properties and sub-properties to be utilised by Australian and international business, including:

- [Standard – Minimum Recordkeeping Metadata Requirements \(State Records of South Australia\)](#)
- [Australian Government Recordkeeping Metadata Standard \(AGRkMS – National Archives of Australia\) \(PDF 1.02MB\)](#)
- AS ISO 23081 – Information and documentation – Records management process – Metadata for records

AS/NZS 5478 Metadata requirements are integrated into the State Records of South Australia Standard – Minimum Recordkeeping Metadata Requirements. As such, the department will adopt the Standard – Minimum Recordkeeping Metadata Requirements as the defined authority for recordkeeping metadata to be applied/utilised across all business systems.

Recordkeeping metadata entries are records in their own right. These records describe the actions that may be undertaken within/against a particular record, and as such, their disposal must be managed as records in line with direction from the department [information and records management policy](#).

Refer to [recordkeeping metadata quick reference guide](#) for detailed requirements for capturing metadata in business systems.

Roles and responsibilities

Employees

Obtain and maintain sufficient skills and capabilities to capture metadata correctly within business systems, in line with business system governance.

Employees must also be responsible and accountable for the accurate capture of metadata where manual input is prompted by business systems.

Chief Executive

Ensure accountability and make sure appropriate records are kept of business activities in the correct format for as long as required.

Chief Operating Officer

Ensure resources and governance mechanisms are in place to allow the Department to comply with the requirements of the [State Records Act 1997](#) and the associated standards and requirements issued by State Records of South Australia.

Be responsible for representing information and records management interests on Executive Committees.

Executive directors, directors, education directors, managers, and site leaders

Provide advice and direction on any required business-oriented metadata implementation and utilisation within business systems.

Ensure employees create appropriate governance for business systems.

Business system owners/administrators

Ensure business systems will maintain minimum mandatory recordkeeping metadata in line with the requirements of this policy, including those set out within the [State Records Act 1997](#) and any associated regulations.

Ensure the integrity of the recordkeeping metadata created and maintained within business systems, including retention of metadata for as long as it is required in line with compliance obligations.

Contractors/vendors

Ensure business systems (and enhancements developed for systems) are aligned to recordkeeping metadata governance directions and can deliver necessary functionality to support these specifications.

Ensure ongoing support and development of business systems as directed by the department.

Manager, Information Management and Release

Make sure corporate information and records management policies, systems, procedures, and practices are developed and maintained.

Ensure compliance with record keeping policies, procedures, standards, and legislation, including requirements under the [State Records Act 1997](#).

Team Leader, Information Management

Make sure the business systems that generate and maintain recordkeeping metadata are configured effectively and maintain quality assurance in line with this policy.

Information Management Team

Identify and document minimum recordkeeping metadata elements and qualifiers.

Liaise with respective business system owners/administrators to ensure capture and maintenance of recordkeeping metadata.

Provide advice on recordkeeping metadata when new/existing business systems are being designed and updated/implemented.

Train users in the application of recordkeeping metadata.

Ensure daily capture and maintenance of specific recordkeeping metadata, including record classification, retention, and disposal metadata.

Definitions

agent (locations)

Data regarding people, positions, groups and/or organisations.

business system

Large-scale or small-scale, integrated information systems that support processes, information flows, reporting and data analytics across the department. Typically, business systems are viewed as top tier applications requiring 24-hour, 7 day per week availability and technical support.

The department EDRMS is an example of a business system.

capture

A deliberate action that results in the registration of information into a business system. For certain business activities, this action may be designed into electronic business systems so as to automate the capture of records upon their creation.

data

Facts and statistics that can be analysed of used in an effort to gain knowledge or decisions.

department

The Department for Education.

document

Structured units of recorded information published or unpublished, in hard copy or electronic format, and managed as discrete units in information systems.

Electronic Document and Records Management System (EDRMS)

An automated system used to manage the creation, use, management, storage and disposal of physical and electronic documents and records. It improves an organisation's workflow and provides evidence of business activities.

The current Department for Education EDRMS is Objective.

element

A single component of metadata standard, single unit of information.

qualifiers

Refinement of an element defining the elements semantics or value.

metadata

Data describing the context, content and/or structure of records and their management over time.

metadata repository

A database created to store and retain metadata for as long as required.

record

Includes:

- written, graphic or pictorial matter
- a disk, tape, film, or other object.

It's considered a record when the above contains information or has information that can be reproduced (with or without the aid of another object or device).

recordkeeping metadata

Data describing context, content and structure of records and their management through time.

RMPRS

Recordkeeping Metadata Property Reference Set

scheme

A source of information that provides instructions for the encoding of a data values, such as a metadata element or element qualifier. Allows for greater consistency in how element values are recorded.

Supporting information

[Recordkeeping metadata quick reference guide](#)

[GDS 21 Compliance Validation Table](#)

[AS/NZS 5478 Recordkeeping metadata property reference set \(RMPRS\)](#)

AS ISO 23081 - Information and documentation - Records management processes - Metadata for records

Related legislation

[State Records Act 1997](#)

[Standard – Managing digital records in systems - State Records of South Australia](#)

[Standard – Minimum Recordkeeping Metadata Requirements – State Records of South Australia](#)

Related policies

[Information and records management policy](#)

[Information and records management for corporate office procedure](#)

[Information and records management for schools and preschools procedure](#)

[Digitisation and disposal of source records policy](#)

[State Records policies and guidelines](#)

Record history

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