Notes and Communications

The Australian Recordkeeping Metadata Schema – Version 1.0: Note from the Research Team
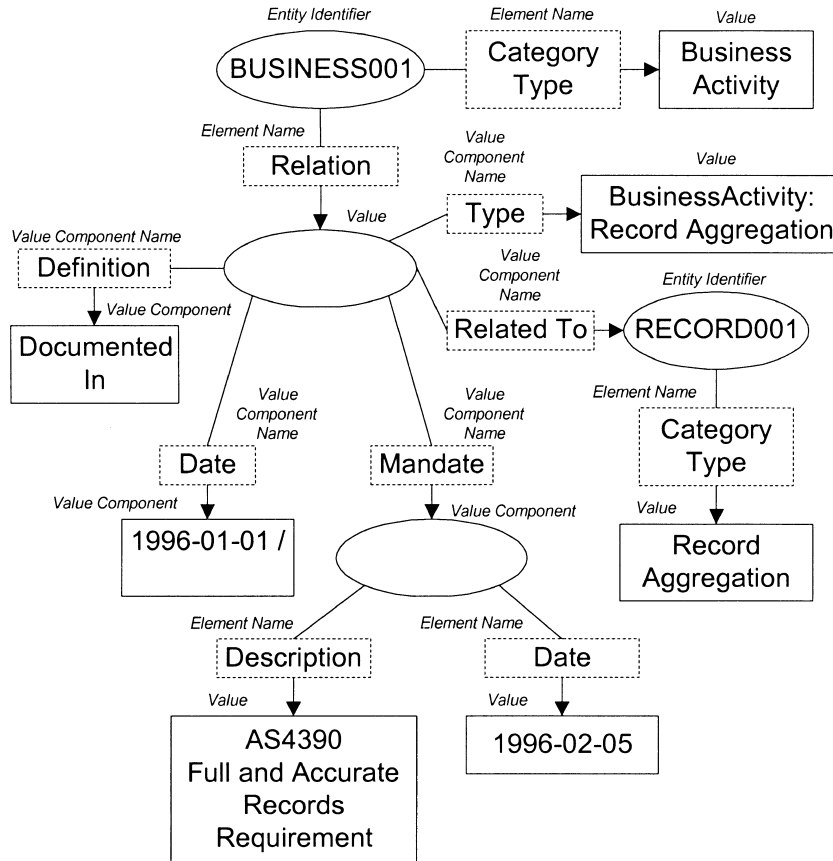
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In the article "Describing Records in Context: The Australian Recordkeeping Metadata Schema," the major deliverable of an Australian collaborative research project published in *Archivaria* 48, the Australian Recordkeeping Metadata Schema (RKMS) was presented and discussed together with the conceptual framework within which this schema was developed. Included as an appendix to the article was a summary of the RKMS elements and qualifiers from the schema's final draft of 23 March 2000. This was the version of the RKMS available at the time of going to press.

The release version of the RKMS, 31 May 2000, has a number of minor differences from the final draft, a result in the main of refinements to, and development of, metadata semantics. The most notable difference is in the "Relation" elements, RKMS08, RKMS019, RKMS30, and RKMS40, where the addition of two Value Components ("Related To" and "Type"), rather than utilizing an Element Qualifier, has provided a more effective means of representing relationships. This change has had a flow through effect to the final diagram given in the article, **Figure 13** on page 25, with a minor adjustment required. A revised **Figure 13** incorporating this change in the "Relation" element is provided below. This diagram now reflects a more direct specification of the type of relationship, in this case, Business Activity to Record Aggregation.

Elsewhere in the RKMS there has been some further refinement of Element Qualifiers, in particular, the unique elements of the Records entity. The "Summary of the Elements and Qualifiers, Version 1.0, 31 May 2000" appears below. The full details of the project's findings and deliverable are available from the project Web site at: <http://www.sims.monash.edu.au/rcrg/research/spirt/index.html>.

Figure 13

Entity Identifier   *Element Name*   *Value*

(BUSINESS001) → Category Type → Business Activity

Element Name   *Value Component Name*   *Value*

Relation   Type → BusinessActivity: Record Aggregation

Value Component Name   *Value*   *Value Component Name*   *Entity Identifier*

Definition   Related To → (RECORD001)

Value Component   *Element Name*

Documented In   Category Type

Value Component Name   *Value Component Name*   *Value*

Date   Mandate   Record Aggregation

Value Component   *Value Component*

1996-01-01 /

Element Name   *Element Name*

Description   Date

Value   *Value*

AS4390 Full and Accurate Records Requirement   1996-02-05

Recordkeeping Metadata Schema (RKMS) Version 1.00, 31 May 2000
Summary of Elements and Qualifiers

RKMS.BUSINESS	

RKMS01 CategoryType	
RKMS02 Identifier	
RKMS03 Title	Element Qualifiers: May be used to specify type of title, e.g. Main, Alternative, Abbreviation, Assigned
	Value Components: Name, Date
RKMS04 Date	Element Qualifiers: May be used to specify type of date, e.g. Executed, Implemented, Valid
RKMS05 Mandate	Value Components: Title, ID, Date, Description, Jurisdiction
RKMS06 Place	Element Qualifiers: May be used to specify type of place, e.g. Business Activity Area, Service Delivery Point
	Value Components: Title, ID, Date
RKMS07 FunctionalClassification	Element Qualifiers: Ambient Descriptor, Functional Descriptor, Activity Descriptor, Transaction Descriptor, Function/Activity Descriptor,Activity/Transaction Descriptor,Ambient/Functional/Activity/Transaction Descriptor, Functional/Activity/Transaction Descriptor
	Value Components: Descriptor(s), ID, Date, Description
RKMS08 Relation	Value Components: Related To, Type, Definition, Date, Mandate, Business Rules
RKMS09 Abstract	
RKMS10 Language	
RKMS11 BusinessRules	Value Components: Title, ID, Date, Description, System Specifications

RKMS.BUSINESSRECORDKEEPING

RKMS12 CategoryType	
RKMS13 Identifier	
RKMS14 Title	Element Qualifiers: May be used to specify type of title, e.g. Main, Alternative, Abbreviation, Assigned
	Value Components: Name, Date
RKMS15 Date	Element Qualifiers: May be used to specify type of date, e.g. Executed, Implemented, Valid
RKMS16 Mandate	Value Components: Title, ID, Date, Description, Jurisdiction
RKMS17 Place	Element Qualifiers: May be used to specify type of place, e.g. Business Activity Area, Service Delivery Point
	Value Components: Title, ID, Date
RKMS18 FunctionalClassification	Element Qualifiers: Ambient Descriptor, Functional Descriptor, Activity Descriptor, Transaction Descriptor, Function/Activity Descriptor,Activity/Transaction Descriptor,Ambient/Functional/Activity/ Transaction Descriptor, Functional/Activity/Transaction Descriptor
	Value Components: Descriptor(s), ID, Date, Description
RKMS19 Relation	Value Components: Related To, Type, Definition, Date, Mandate, Business Rules
RKMS20 Abstract	
RKMS21 Language	
RKMS22 BusinessRules	Value Components: Title, ID, Date, Description, System Specifications

RKMS.AGENTS

RKMS23 CategoryType	
RKMS24 Identifier	
RKMS25 Title	*Element Qualifiers*: May be used to specify type of title, e.g. Main, Alternative, Abbreviation, Assigned
	Value Components: Name, Date
RKMS26 Date	*Element Qualifiers*: May be used to specify type of date, e.g. Born, Died, Operational Period, Established, Disestablished
RKMS27 Mandate	*Value Components*: Title, ID, Date, Description, Jurisdiction
RKMS28 Place	*Element Qualifiers*: May be used to specify type of place, e.g. Business Address, Residential Address, Birth Place, Contact Address, Citizenship
	Value Components: Title, ID, Date
RKMS29 FunctionalClassification	*Element Qualifiers*: Ambient Descriptor, Functional Descriptor, Activity Descriptor, Transaction Descriptor, Function/Activity Descriptor,Activity/Transaction Descriptor,Ambient/Functional/Activity/Transaction Descriptor, Functional/Activity/Transaction Descriptor
	Value Components: Descriptor(s), ID, Date, Description
RKMS30 Relation	*Value Components*: Related To, Type, Definition, Date, Mandate, Business Rules
RKMS31 Abstract	
RKMS32 Language	

RKMS.RECORDS

RKMS33 CategoryType	
RKMS34 Identifier	
RKMS35 Title	Element Qualifiers: May be used to specify type of title, e.g. Main, Alternative, Abbreviation, Assigned
	Value Components: Name, Date
RKMS36 Date	Element Qualifiers: May be used to specify type of date, e.g. Transaction Recorded, Captured, Contents Authored, Sent, Received, Transmitted, Transferred
RKMS37 Mandate	Value Components: Title, ID, Date, Description, Jurisdiction
RKMS38 Place	Element Qualifiers: May be used to specify type of place, e.g. Repository Location, Store Location, Server Location, Place of Inspection
	Value Components: Title, ID, Date
RKMS39 FunctionalClassification	Element Qualifiers: : Ambient Descriptor, Functional Descriptor, Activity Descriptor, Transaction Descriptor, Function/Activity Descriptor,Activity/Transaction Descriptor,Ambient/Functional/Activity/Transaction Descriptor, Functional/Activity/Transaction Descriptor
	Value Components: Descriptor(s), ID, Date, Description
RKMS40 Relation	Value Components: Related To, Type, Definition, Date, Mandate, Business Rules
RKMS41 Abstract	
RKMS42 Language	
RKMS43 SubjectClassification	Value Components: Descriptor(s), ID, Date, Description
RKMS44DocumentaryForm	Value Components: Title, ID, Date, Description
RKMS45 Appraisal	Element Qualifiers: Recordkeeping Requirement, Disposal, Sentencing, Destruction, Retention, Transfer
	Value Components: Statement, Date, Mandate, Business Rules, System Specifications

RKMS46 Control	Element Qualifiers: Registration, Classification, Indexing, Context Description, Custody, Metadata Management, Arrangement
	Value Components: Statement, Date, Mandate, Business Rules, System Specifications
RKMS47 Preservation	Element Qualifiers: Storage, Refreshment, Migration, Conservation
	Value Components: Statement, Date, Mandate, Business Rules, System Specifications
RKMS48 Retrieval	Element Qualifier: Rendering, Representation, Transmission
	Value Components: Statement, Date, Mandate, Business Rules, System Specifications
RKMS49 Access	Element Qualifier: Rights, Restrictions, Permissions, Conditions
	Value Components: Statement, Date, Mandate, Business Rules, System Specifications
RKMS50 Use	Element Qualifier: Rights, Restrictions, Permissions, Conditions
	Value Components: Statement, Date, Mandate, Business Rules, System Specifications
RKMS51 EventHistory	*Value Components*: Event Type, Event Description, Event ID, Event Date, Mandate, Business Rules, System Specifications, Action Officer, User

Table Notes

All Elements, Element Qualifiers, and Value Components may be further qualified with reference to the Schemes which authorize their typologies, controlled vocabularies, structures, and encoding. In some cases, the RKMS itself provides Schemes, e.g., *RKMS Category Type Scheme* (used with all Category Type elements and Relation.Type value components)*, RKMS Entity Relationships Scheme* (which may be used with all Relation.Definition value components), and *RKMS Business-Recordkeeping Functions and Activities Scheme* (which may be used for BusinessRecordkeeping.Title, BusinessRecordkeeping.Identifier,   Business.Recordkeeping.FunctionalClassification elements, and Records.EventHistory.EventType value component).