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# Metadata Reference Standard for Digital Archival Records

## 1. Preamble

1.1 This metadata reference standard intends to reinforce the mandatory application of the *Operational Standard for Digital Archival Records' Metadata* issued by Library and Archives Canada (LAC).

1.2 The LAC operational standard took effect on November 16, 2023. It outlines 12 mandatory metadata concepts for digital records of historical or archival value under the control of Government of Canada institutions.

1.2.1 Historical or archival value is determined through a Disposition Authorization, as set out in sections 12 and 13 of the *Library and Archives of Canada Act*.

1.3 Using consistent metadata for digital archival records establishes their authoritativeness, authenticity, integrity, reliability and usability.

1.4 This metadata reference standard will be reviewed as required by its steward in consultation with its custodian to ensure it continues to accurately convey the requirements of the LAC operational standard over time.

1.4.1 Metadata reference standard steward: Library and Archives Canada

1.4.2 Metadata reference standard custodian: Treasury Board of Canada Secretariat

## 2. Effective date

2.1 This metadata reference standard takes effect on June 23, 2025.

## 3. Requirements

3.1 This metadata reference standard provides details on the requirements set out in subsection 4.3.1 of the *Directive on Service and Digital*.

3.2 Service owners, information management practitioners and other individuals who create, manage and use records must:

3.2.1 Apply the requirements of the LAC *Operational Standard for Digital Archival Records' Metadata*.

## 4. Application

4.1 Departments listed in section 6 of the *Directive on Service and Digital* must apply this metadata reference standard following its effective date.

## 5. References

5.1 Refer to Appendix B of the LAC operational standard for a list of related resources.

## 6. Enquiries

6.1 For information on how to interpret or apply this metadata reference standard, contact [ServiceDigital-ServicesNumerique@tbs-sct.gc.ca](mailto:ServiceDigital-ServicesNumerique@tbs-sct.gc.ca).

6.2 For information on how to interpret or apply the LAC operational standard, contact [centre.liaison.centre@bac-lac.gc.ca](mailto:centre.liaison.centre@bac-lac.gc.ca).

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