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[Canada.ca](#) › [How government works](#) › [Policies, directives, standards and guidelines](#)

› [Appendix L: Standard for Managing Metadata](#)

# Appendix L: Standard for Managing Metadata

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## Appendix L. Standard for Managing Metadata

This standard provides direction on managing metadata for all Government of Canada (GC) information and data to realize the expected results of digital government for Canadians. The open and strategic management of information and data inherently requires that metadata also be managed. Therefore, this standard elaborates on requirements of the *Directive on Service and Digital*, which does not explicitly address metadata.

### L.1 Effective date

- L.1.1 This standard takes effect on January 15, 2024.
- L.1.2 This standard applies to all systems that are developed or procured after the effective date of this standard.
- L.1.3 This standard replaces the *Standard on Metadata* dated July 1, 2010.

## L.2 Standard

- L.2.1 This standard provides details on the requirements set out in sections 4.1.1.6, 4.1.1.8, 4.2.1.1, 4.2.1.7, 4.3.1, 4.3.3, 4.4.3.6, 4.4.3.8 and 4.4.3.9 of the *Directive on Service and Digital*.
- L.2.2 Departmental officials must apply the following standards:
  - L.2.2.1 Assess metadata needs to inform the planning, design, delivery and continuous improvement of operations and services.
  - L.2.2.2 Use GC enterprise-wide metadata reference standards to describe information and data to support information and data discovery, sharing, exchange and reuse. If such GC enterprise-wide metadata reference standards do not exist, use departmental metadata reference standards.
  - L.2.2.3 Apply a risk management approach to metadata quality control.
  - L.2.2.4 Manage metadata consistent with the information and data life cycle.

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