

# Metadata – Development of Records Management Metadata Standard at Library and Archives Canada

GC Record Management Metadata  
Swiss Archives Visit – October 2008

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Library and Archives  
Canada

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Canada

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# Background

Metadata is not a new concept

Librarians, Archivists, Web people use it  
and Records Managers now!

Metadata : “data describing the context,  
content and structure of records and their  
management through time” ISO 15489



# History

The Draft Records Management Metadata Standard – 2001

Information Management Forum reviewed a metadata set

Revised Draft RM Metadata Standard – 2006

RDIMS funding – Inter-departmental, departments, consultants, and central agencies – started in Dec. 2004



# LAC - Standardization

View to enabling the business of institution/program

Process of change or transition

Dublin Core – 2001 endorsed TBITS 39

ISO Metadata Standard 23081-1 2004

Deployment PWGSC GoC-wide electronic system for records management – 2004

Common infrastructure launched to share business solutions



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# Need for Standard Set

Standard Set of Elements to Capture Knowledge,  
and Information

The RM Metadata Sub-Group – GOL Metadata  
Working Group lead by LAC leaders in the IM  
field



# Project RM Metadata

IM Manager responsible for bringing together practitioners from government departments to create work group

Implementers of Records, Documents and Information Management Systems (RDIMS), web, librarians, archivists, and users

Ensure widely accepted approach – widely adoptable and not tied to a particular application

Metadata librarian with experience on metadata standards – advised on metadata standards and training, and guidelines for metadata set development – ensure compatibility



# Anticipated Outcomes

Develop a standard for records management metadata-  
broad and flexible enough to accommodate the needs  
of federal government institutions

Ensure buy-in by input from several key metadata  
areas and business requirements

“Flat set” – does not include element relationships and  
business rules – they will be covered in “Application  
Profile”



# Challenges

Expectations from all sectors

Leave specific implementation aside

Enhance the RM discipline

Strategic approach to new IM context

Wide application to all electronic systems though funding from RDIMS

Guidance on using the product –high level





# Next Steps

Communication Plan – to review and align with RK regime

Implementation of Draft R M Metadata Standard Validated by an Authoritative

Metadata Working Group –now have feedback and further testing re: preservation

Test to see if the results of the application of definitions, context, and guidance on use

Develop a “controlled vocabularies” to support the RM Metadata Standard



# Conclusion

Further developed the community practice of good metadata practices – across the enterprise from RM, WEB, CMS, DM , library, ATIP, Archives, etc

Team developed into metadata experts in a cooperative, strategic way

Testing has been done

Moving towards acceptance as a TBIT Standard or recognized standard in GC



# Records Management Metadata

Thank you!

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