### 2.5.4 – Notes

The element Note is available within all Maintainable objects. A Note allows the user to provide information not covered by DDI. It is not intended to replace formal local extensions of the schema, but to support capturing run-time extensions, content that is held in anticipation of a bug correction, or a temporary work-around. The primary use of Note is to capture mid-process Notes or instructions which may be removed later during the processing of the metadata.

A Note is captured once within a Maintainable object and then references the objects that it is related to. A Note can be attached by reference to any object with an ID. The intent of a Note is to be easily removable (removal of the Note also removes all reference links between the Note and the related objects). If a Note is related to objects outside of the Maintainable within which it exists, the Note should be duplicated in the Maintainable object which contains the other related objects. By placing the Note in the parent Maintainable, the user is assured of having all notes related to an object by checking in the parent Maintainable.

When a Note contains information that will be transferred to future elements or attributes (new content of a sub-minor version correction or the development of formal extensions) the use of the ProprietaryInfo (key/value pair) or well-structured content within the NoteContent field is recommended. Examples of different types of Notes are provided in Part I [pt1:note] .