

Digital Continuity 2020 and metadata

Karuna Bhoday and Esther Carey

National Archives of Australia



Responsibilities under the *Archives Act* 1983

- guiding Australian Government agencies to create authentic, reliable and useable business information
- preserving Australia's most valuable government records and encourage their use by the public

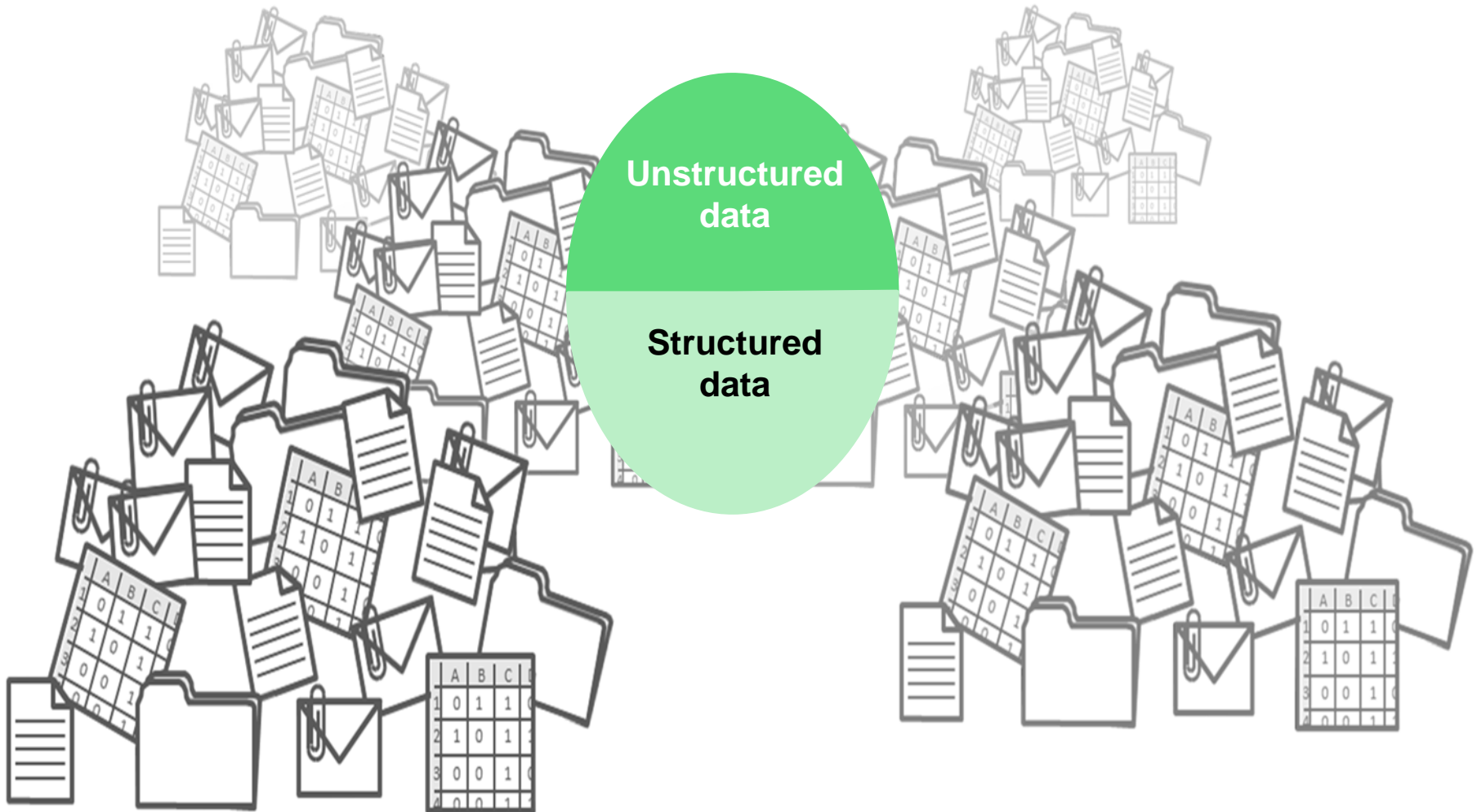
Sets standards and policies for information which

- support government outcomes
- underpin transparency and accountability
- protect rights and entitlements of Australians



Federal departments – East Block, Commonwealth Offices, Parkes, Canberra, 1972. Now National Archives Office. NAA, A6180, 2/5/72/19

Business Information



Digital Continuity 2020

- Builds on achievements of the 2011 Digital Transition Policy
- Whole-of-government approach to digital information governance
- Complements the Australian Government's digital transformation agenda and underpins digital economy



2011 - Digital Transition Policy

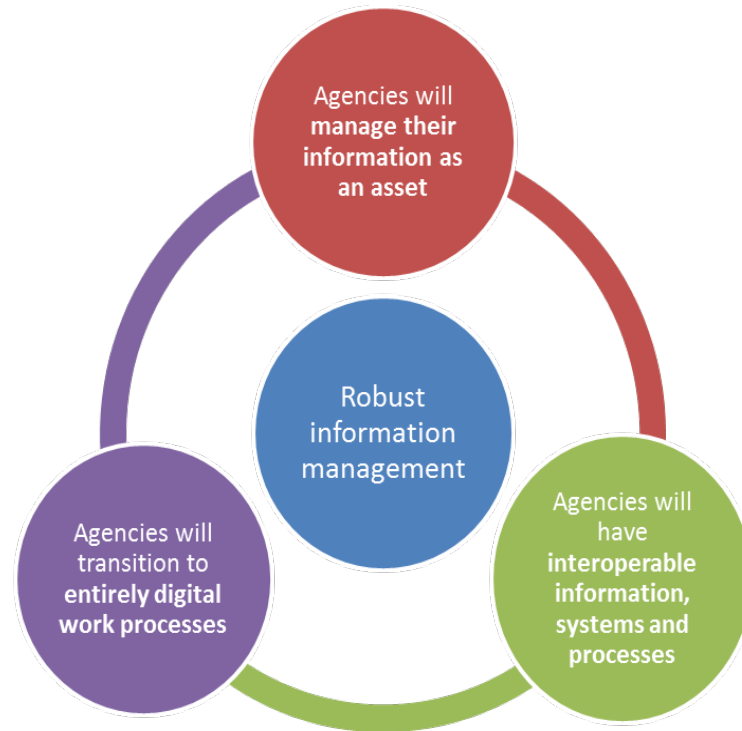


2015 - [Digital Continuity 2020 Policy](#)



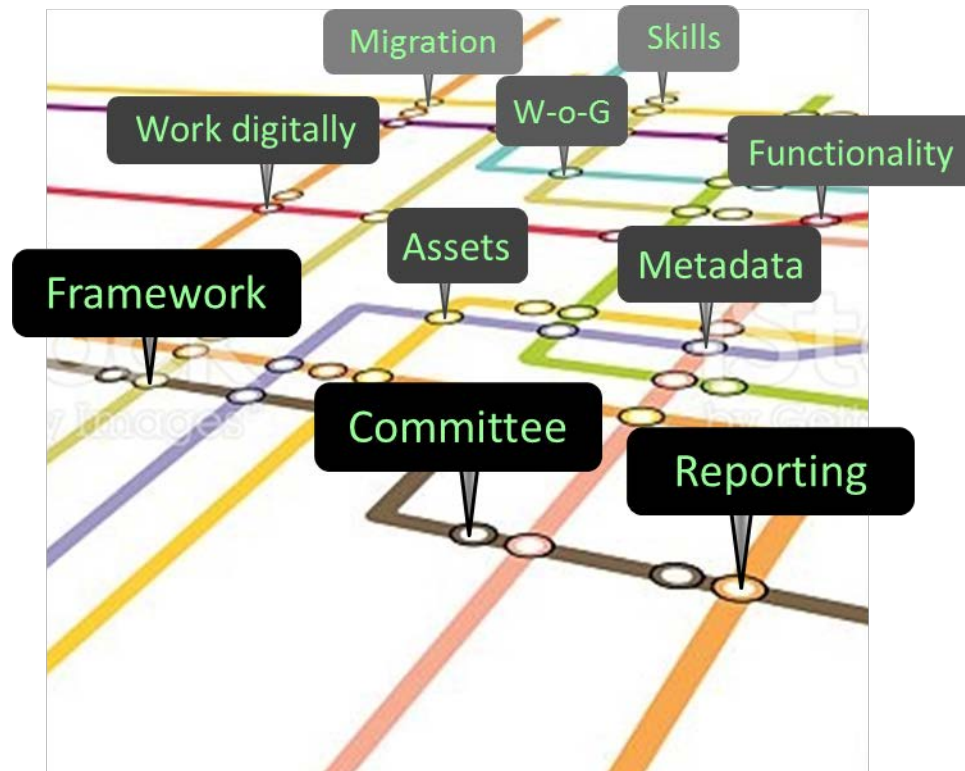
Beyond Digital
Continuity 2020...

Digital Continuity 2020



Each year government agencies report on their progress towards these principles through a survey and the results are reported to the Minister (annually) and the Prime Minister (every four years)

Digital Continuity 2020



Principle 3: Information systems and processes are interoperable

Focus on metadata and standards

AS ISO 15489 and AS ISO 23081

AS ISO 15489: 'data describing the context, content and structure of records and their management over time'

AS ISO 23081: 'structured or semi-structured information that enables the creation, registration, classification, access, preservation and disposal of records through time and across domains'

AS ISO 23081: says metadata 'can be used to identify, authenticate and contextualise records and the people, processes and systems that create, manage, maintain and use them and the policies that govern them'

AS ISO 23081: says 'during the existence of records or their aggregates, new layers of metadata will be added'

AS ISO 23081: says metadata 'ensures authenticity, reliability, usability and integrity over time'

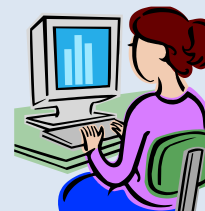
Australian Government Recordkeeping Standard

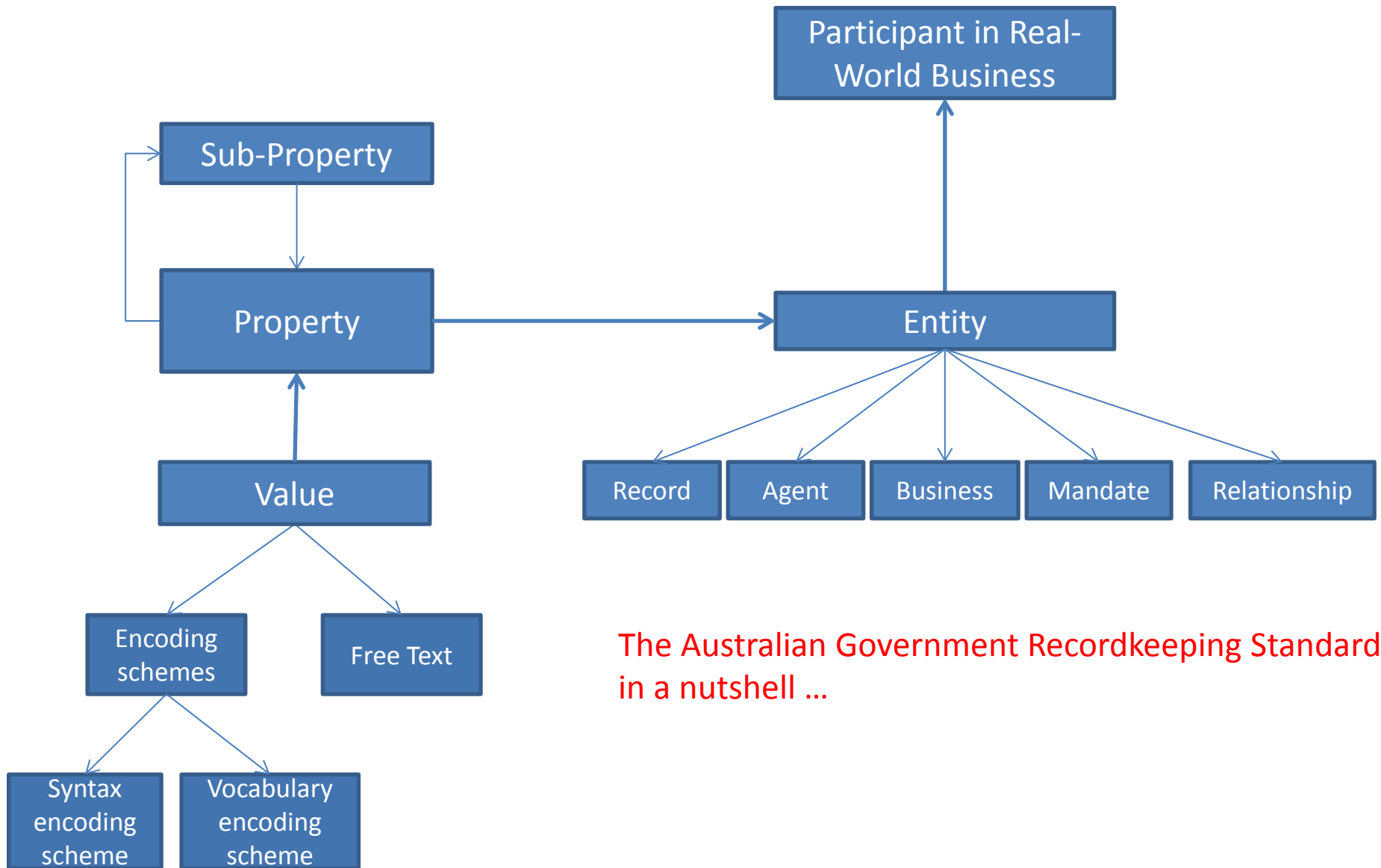
- Developed in 2008 in collaboration with Archives New Zealand
- Based on AS ISO 23081
- AGRkMS has two parts
 - Part 1 includes background, scope, application and major features
 - Part 2 schema, lists and implementation requirements

The *Australian Government Recordkeeping Metadata Standard* describes information about records and the context in which they are captured and used in Australian Government agencies.

Legislation, rules, procedures,
strategy, policy, governance

Functions and
activities that the
agencies undertake
in doing business





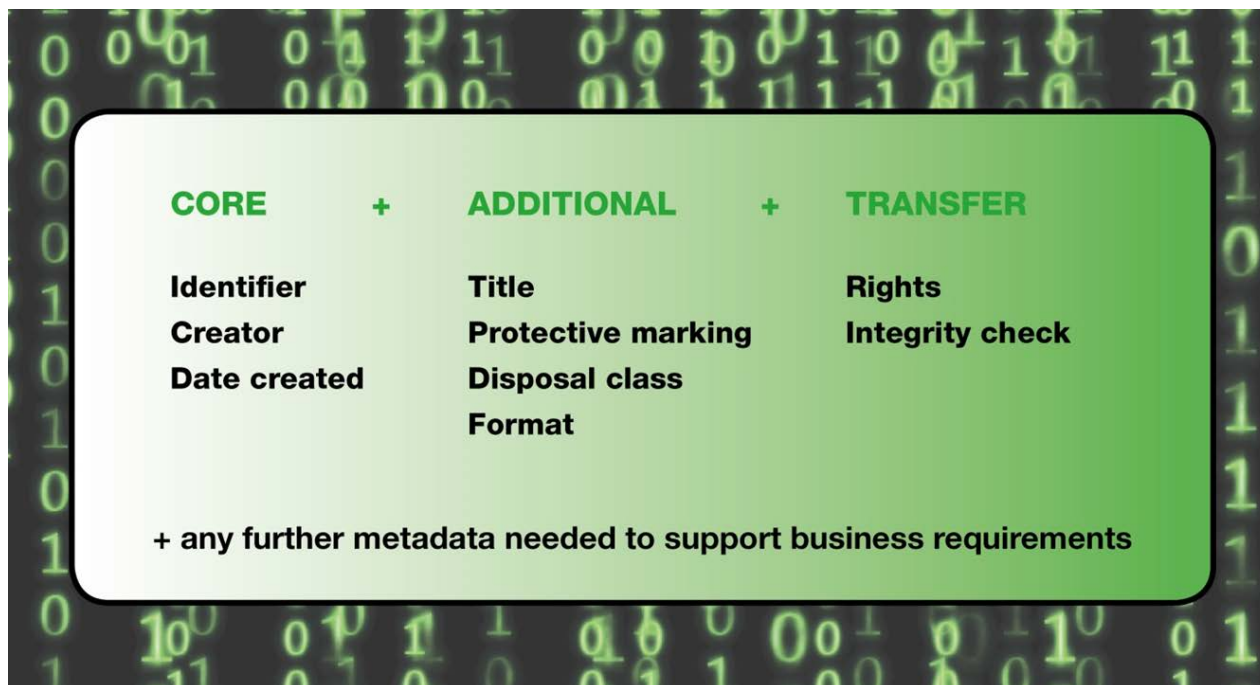
The Australian Government Recordkeeping Standard in a nutshell ...

Minimum metadata set

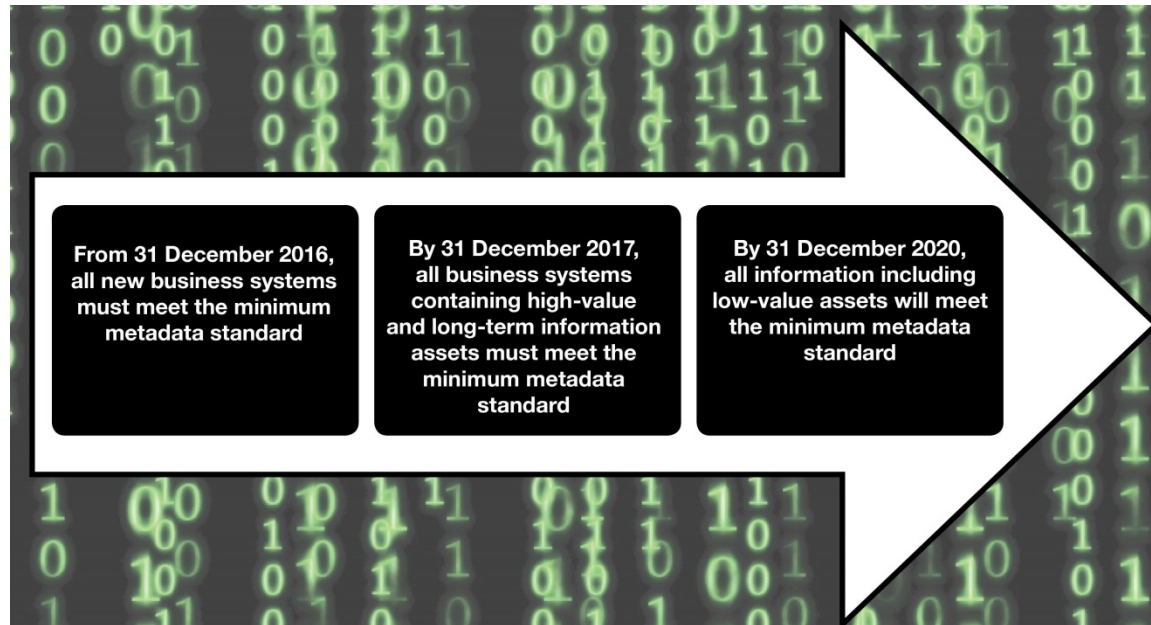
The minimum metadata set is a practical application of the Australian Government Recordkeeping Metadata Standard (AGRkMS)

- identifies metadata properties essential for agency management of business information or transfer to the Archives and other agencies
- supports the Digital Continuity 2020 principles of interoperable systems and processes
- is extensible and facilitates metadata implementation and information use in agencies
- is a minimum standard approach to metadata for information management

Minimum Metadata Set



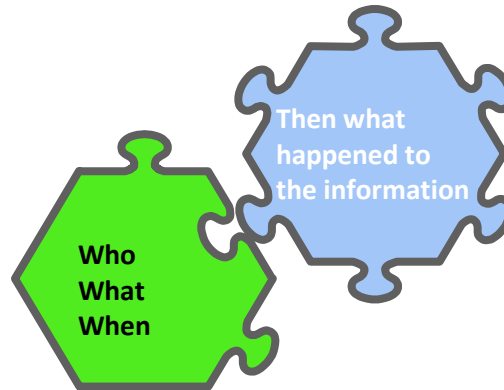
Targets for metadata under Digital Continuity 2020



Types of information management metadata

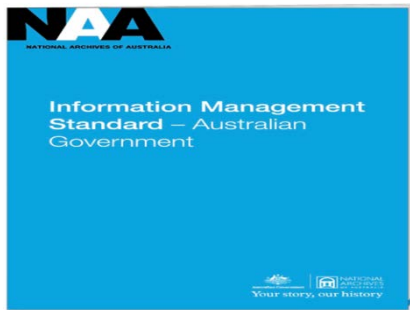
Point of capture:

- Identifier
- Creator
- Creation date
- Business context



Process:

- Viewed
- Migration
- Sentenced
- Destroyed
- Transferred



Information Management Standard

Principle 3: Business information is adequately described

Describe business information so that it can be found, understood and accessed appropriately when needed. Information that describes an information asset is known as metadata.

Recommended actions

3.1 Analyse and describe what needs to be known about business information so that all needed information can be dependably found, understood and used.

Business information can be found if it contains or links to:

- identifying information such as a unique identifier or title
- related information such as documents linked within a file structure
- tools which have been used to enable consistency in description such as thesauruses or data dictionaries.

Business information can be understood if it contains or is persistently linked to description about:

- its context such as who created it, when and for what purpose
- its history and use, such as when it was captured into a system, who has accessed or viewed it, and if it has been changed and by whom.

Business information can be accessed appropriately when needed if it contains or is linked to description about:

- its format
- its security status
- rights to, or restrictions on, individual and public access.

3.2 Determine what level of description is adequate.

Adequate description of business information:

- provides sufficient detail to meet identified business needs and other uses for the content, such as public reuse
- is of good quality including that it is accurate, complete and can be understood
- will vary depending upon the intended use and significance of the information as well as any risk associated with the business activity.

3.3 Design or provide tools and systems that:

- where possible automate the collection and management of descriptive information
- enable staff to enter descriptive information in a consistent manner
- where required, standardise description to support sharing and interchange of quality data between internal and external systems.

Questions





Australian Government

National Archives of Australia

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