

# NHPRC Grant Preserving Georgia's Historical Data

## Metadata Standard

Metadata is commonly referred to as "data about data". It contains descriptive information that facilitates the management of, access to and control of other information. This standard consists of fifteen mandatory elements. Additional qualifiers may be added to these mandatory elements as needed. This standard is intended for use during the period of the grant and to serve as a starting point for the creation of a metadata standard for Georgia government.

These standards are based on the Dublin Core Metadata Element Set, version 1.1 formally endorsed by:

- ISO Standard 15836-2003 (February 2003):  
<http://www.niso.org/international/SC4/n515.pdf>
- NISO Standard Z39.85-2001 (September 2001):  
<http://www.niso.org/standards/resources/Z39-85.pdf>

## Sources

The following sources were consulted in the creation of this standard:

- Dublin Core Metadata Initiative; <http://dublincore.org>
- *Minnesota Recordkeeping Metadata Standard (IRM 20)*; Minnesota Historical Society;  
<http://www.mnhs.org/preserve/records/metadatastandard.html>
- *AGLS Metadata Element Set Part1: Reference Description* and *AGLS Metadata Element Set Part2: Usage Guide*; National Archives of Australia;  
[http://www.naa.gov.au/recordkeeping/gov\\_online/agls/summary.html](http://www.naa.gov.au/recordkeeping/gov_online/agls/summary.html)

**Element Name: Title**

Label:	Title [Record Series]
Definition:	A name given to the resource.
Comment:	Record series title as it appears on retention schedule or as assigned by descriptive services.

**Element Name: Creator**

Label:	Creator or Creating Agency
Definition:	A person or entity primarily responsible for making the content of the resource.
Comment:	Full agency name as it appears on state budget i.e. As used by the Georgia Department of Audits and Accounts.

**Element Name: Subject**

Label:	Subject and Keywords
Definition:	A topic of the content of the resource.
Comment:	Typically, Subject will be expressed as keywords, key phrases or classification codes that describe a topic of the resource. Recommended best practice is to select a value from a controlled vocabulary, standard thesaurus or formal classification scheme.

**Element Name: Description**

Label:	Description
Definition:	An account of the content of the resource.
Comment:	Examples of Description include, but are not limited to: an abstract, table of contents, reference to a graphical representation of content or a free-text account of the content.

**Element Name: Publisher**

Label:	Publisher
Definition:	An entity responsible for making the resource available
Comment:	Examples of Publisher include a person, an organization, or a service. Typically, the name of a Publisher should be used to indicate the entity that owns or controls or publishes the resource. It is not recommended that this element be used for the name of the entity which merely acts as the host for a website.

**Element Name: Contributor**

Label:	Contributor
Definition:	An entity responsible for making contributions to the content of the resource.
Comment:	Examples of Contributor include a person, an organization, or a service. Typically, the name of a Contributor should be used to indicate the entity that has played an important but secondary role in the creating the content of the resource and is not specified in the creator element.

**Element Name: Date**

Label:	Date
Definition:	A date of an event in the lifecycle of the resource.
Comment:	May include date created, modified, validated and issued. Recommended best practice for encoding date value is defined in a profile of ISO 8601 and follows the YYYY-MM-DD format.

**Element Name: Type**

Label:	Resource Type
Definition:	The nature or genre of the content of the resource.
Comment:	Type includes terms describing general categories, functions, genres, or aggregation levels for content. Recommended best practice is to select a value from a controlled vocabulary (for example, the DCMI Type Vocabulary [ <a href="#">DCT1</a> ]). To describe the physical or digital manifestation of the resource, use the FORMAT element.

**Element Name: Format**

Label:	Format
Definition:	The physical or digital manifestation of the resource.
Comment:	Typically, Format may include the media-type or dimensions of the resource. Format may be used to identify the software, hardware, or other equipment needed to display or operate the resource. Examples of dimensions include size and duration. Recommended best practice is to select a value from a controlled vocabulary (for example, the list of Internet Media Types [ <a href="#">MIME</a> ] defining computer media formats).

### Element Name: Identifier

Label:	Resource Identifier
Definition:	An unambiguous reference to the resource within a given context.
Comment:	Recommended best practice is to identify the resource by means of a string or number conforming to a formal identification system. Example formal identification systems include the Uniform Resource Identifier (URI) (including the Uniform Resource Locator (URL)), the digital Object Identifier (DOI) and the International Standard Book Number (ISBN).

### Element Name: Source

Label:	Source
Definition:	A Reference to a resource from which the present resource is derived.
Comment:	The present resource may be derived from the Source resource in whole or in part. Recommended best practice is to identify the referenced resource by means of a string or number conforming to a formal identification system. Four digit number assign by the Georgia Department of Audits and Accounts plus any additional division numbers. [Agency Code] + [Agency Division]

### Element Name: Language

Label:	Language
Definition:	A language of the intellectual content of the resource.
Comment:	Recommended best practice is to use RFC 3066 [ <a href="#">RFC3066</a> ] which, in conjunction with ISO639 [ <a href="#">ISO639</a> ]), defines two- and three-letter primary language tags with optional subtags. Examples include "en" or "eng" for English, "akk" for Akkadian", and "en-GB" for English used in the United Kingdom.

**Element Name: Relation**

Label:	Relation
Definition:	A reference to a related resource.
Comment:	Recommended best practice is to identify the referenced resource by means of a string or number conforming to a formal identification system.

**Element Name: Coverage**

Label:	Coverage
Definition:	The extent or scope of the content of the resource.
Comment:	Typically, Coverage will include spatial location (a place name or geographic coordinates), temporal period (a period label, date, or date range) or jurisdiction (such as a named administrative entity). Recommended best practice is to select a value from a controlled vocabulary (for example, the Thesaurus of Geographic Names [TGN]) and to use, where appropriate, named places or time periods in preference to numeric identifiers such as sets of coordinates or date ranges.

**Element Name: Rights**

Label:	Rights [Access Restrictions]
Definition:	Information about rights held in and over the resource.
Comment:	Typically, Rights will contain a rights management statement for the resource, or reference a service providing such information. Rights information often encompasses Intellectual Property Rights (IPR), Copyright, and various Property Rights. If the Rights element is absent, no assumptions may be made about any rights held in or over the resource.