



Metadata Standards and Practices in Archives Community

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Sep. 18, 2002 in Osaka, Japan





Outline

- Motivation
- Purpose of the Research
- Methodology
- Archives: Definition and Scope
- A Global Review of Metadata Development
- Findings
- Conclusion and Suggestions





Motivation

- 8 Projects from the National Digital Archives Program in Taiwan have adopted EAD (Encoded Archival Description) for their collections.
 - Digital Archives for the Grand Secretariat Archives (1)
 - Academia Historica (3)
 - Digital Library Project for Official Economic Archives and Diplomatic Archives (1)
 - Digital Archives Project of the Office of Governor-General in Taiwan (3)
- National Archives of ROC
 - Archival Description Rules





Purpose of the Research

- Exploration of the way that archives community apply metadata to organize and manage archival description
- Propose the findings and suggestions for archives community to design and implement metadata for archival and recordkeeping collection





Methodology

- Case Study and Literature Review
 - Definitions of Archives – Archives Domain
 - A Global Review of Metadata Development
- Scope of the case study
 - Uk, US, Canada, Australia
 - Government, Society, Academic, Standard Body





Definitions of Archives – Archives Domain₁

- The preserved documentary records of any **corporate body, governmental agency or office, or organization or group** that are the direct result of administrative or organizational **activity** of the originating body and that are maintained according to their **original provenance**.
(Steven Hensen, 1989)





Definitions of Archives – Archives Domain₂

- ...In essence, archives are said to represent a “**tool for administrative effectiveness**”; they reflect and document the agency, individual, or community that created them...they are the “**nation’s collective memory**”.
(Canadian Council of Archives, n.d.)





Definitions of Archives – Library Domain₁

- *An organized collection of the **noncurrent records of the activities** of a business, government, organization, institution, or other corporate body, or the personal papers of one or more individuals, families, or groups, retained permanently by their originator or a successor for their **permanent historical, informational, evidential, legal, administrative, or monetary value**, usually in a repository managed and maintained by a trained archivist. (ODLIS, 2002)*





Definitions of Archives – Library Domain₂

- ...refers to the **office or organization** responsible for appraising, selecting, preserving, and providing access to archival materials. (*ODLIS, 2002*) ◦





Definitions of Archives – Computer Science Domain₁

- An *archive* is a *collection of computer files* that have been packaged together for *backup*, to transport to some other location, for saving away from the computer so that more hard disk storage can be made available, or for some other purpose.
- An archive can include *a simple list of files* or files organized under a directory or catalog structure.

(*WhatIs*, <http://whatis.techtarget.com/>)





Definitions of Archives – Digital Library Domain

- ...all non-profit organisations that collect material of historical or public significance for the purpose of preservation, including galleries and museums. (*Department of Communications, Information Technology and the Arts, 2002*)





Definitions of Archives – Summary

- **Facet**: collection, facility, organization
- **Source**: governmental agency, corporate body
- **Format**: extend to born-digital information
- **Involved Community**: archives, libraries, museums, galleries
- The concept of collective memory





Metadata for Archives: Government Sector₁

- Public Record Office, PRO (UK)
 - Adopt EAD
 - Metadata strategy and element set
 - Online catalogue: National Archival Network
- Canadian Council of Archives, CCA (Canada)
 - Rules for Archival Description, RAD
 - Portal site: Canadian archival Information Network, CAIN





Metadata for Archives: Government Sector₂

- National Archives of Australia, NAA (Australia)
 - Adopt EAD
 - Australian Government Locator Service, AGLS Metadata Standard [1998]
 - Designing and Implementing Recordkeeping Systems Methodology, DIRKS Methodology [~2000]
 - Recordkeeping Metadata Standard for Commonwealth Agencies [1999]





Metadata for Archives: Society Sector₁

- Society of American Archivist, SAA (US)
 - WGSAD (Working Group on Standards for Archival Description) matrix
 - Encoded Archival Description, EAD
- Society of Archivists, SOA (UK)
 - Adopt EAD as data exchange standard
 - business records group
 - records management group





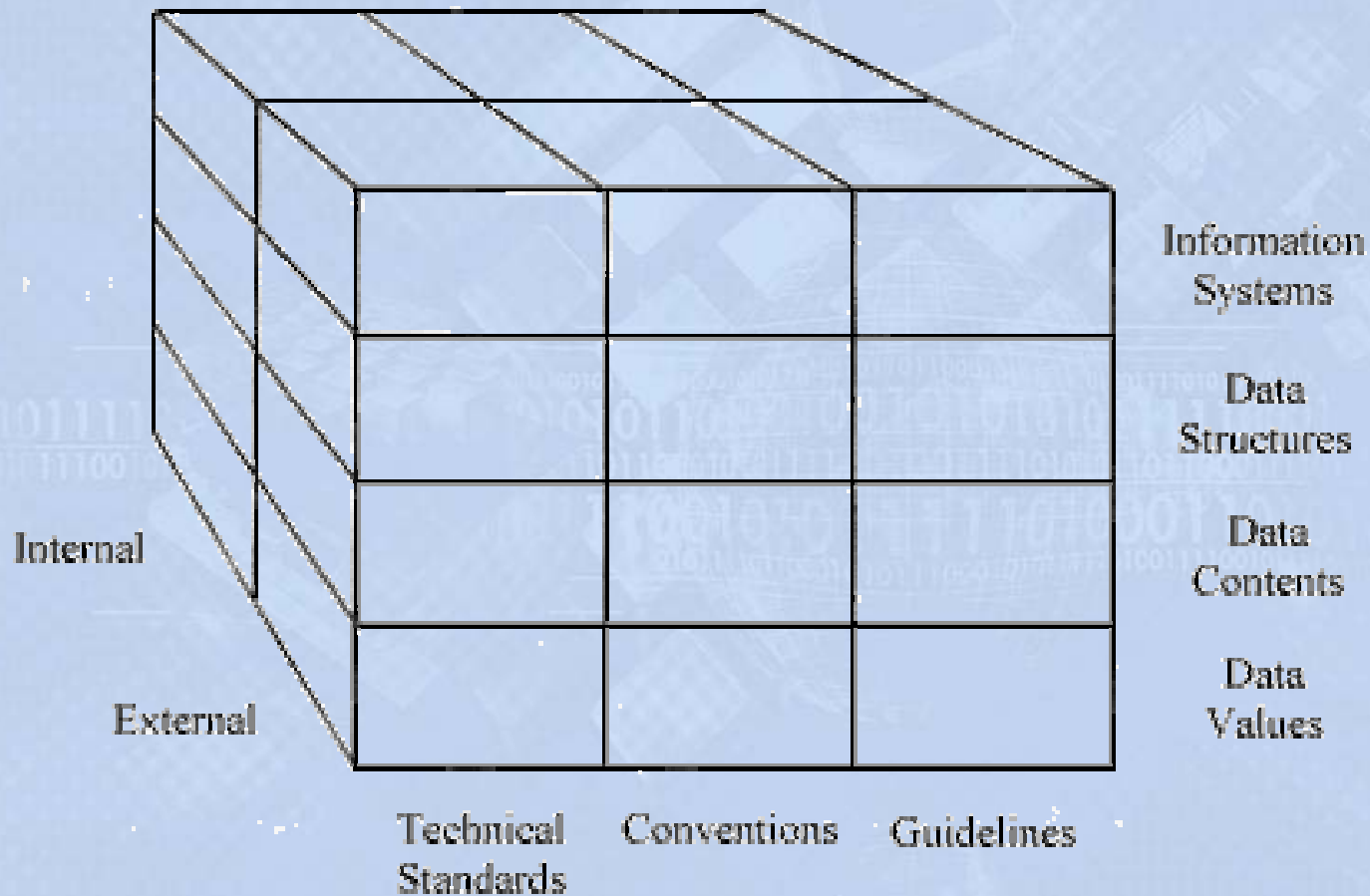
Metadata for Archives: Society Sector₂

- International Council on Archives, ICA
 - General International Standard Archival Description, ISAD(G)
 - International Standard Archival Authority Record for Corporate Bodies, Persons, and Families, ISAAR (CPF)





WGSAD Matrix





Metadata for Archives: Academic Sector₁

- School of Information Sciences,
University of Pittsburgh
 - “Functional requirements for evidence
in recordkeeping” research project
[1993]
 - Metadata specification derived from the
functional requirements: A reference
model business acceptable
communications, Reference Model for
BAC [1996]





Metadata for Archives: Academic Sector₂

- 6 Layers of BAC Model
 - **Handle layer**: record identification, information discovery
 - **Terms & Conditions Layer**: restrictions status, access conditions, use conditions, and disposition requirements
 - **Structural Layer**: file identification, file encoding, file rendering, content structure, source
 - **Contextual Layer**: transaction, responsibility, system accountability
 - **Content Layer**
 - **User History Layer**: use-type, use-instance-time





Metadata for Archives: Academic Sector₃

- University of British Columbia
 - Investigating “The Preservation of the Integrity of Electronic Records” [1994-1997]
 - International Research on Permanent Authentic Records in Electronic Systems, InterPARES Project [1997]

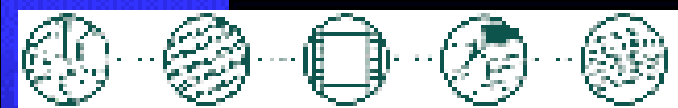




Metadata for Archives: Academic Sector₄

- Monash University
 - Records Continuum Model [1996]
 - SPIRT Recordkeeping Metadata Research Project [1998-1999]
 - Framework for Standardising and Defining Recordkeeping Metadata
 - Australian RecordKeeping Metadata Elements Schema (RKMS)





Evidential Axis

**Dimension 1
CREATE**

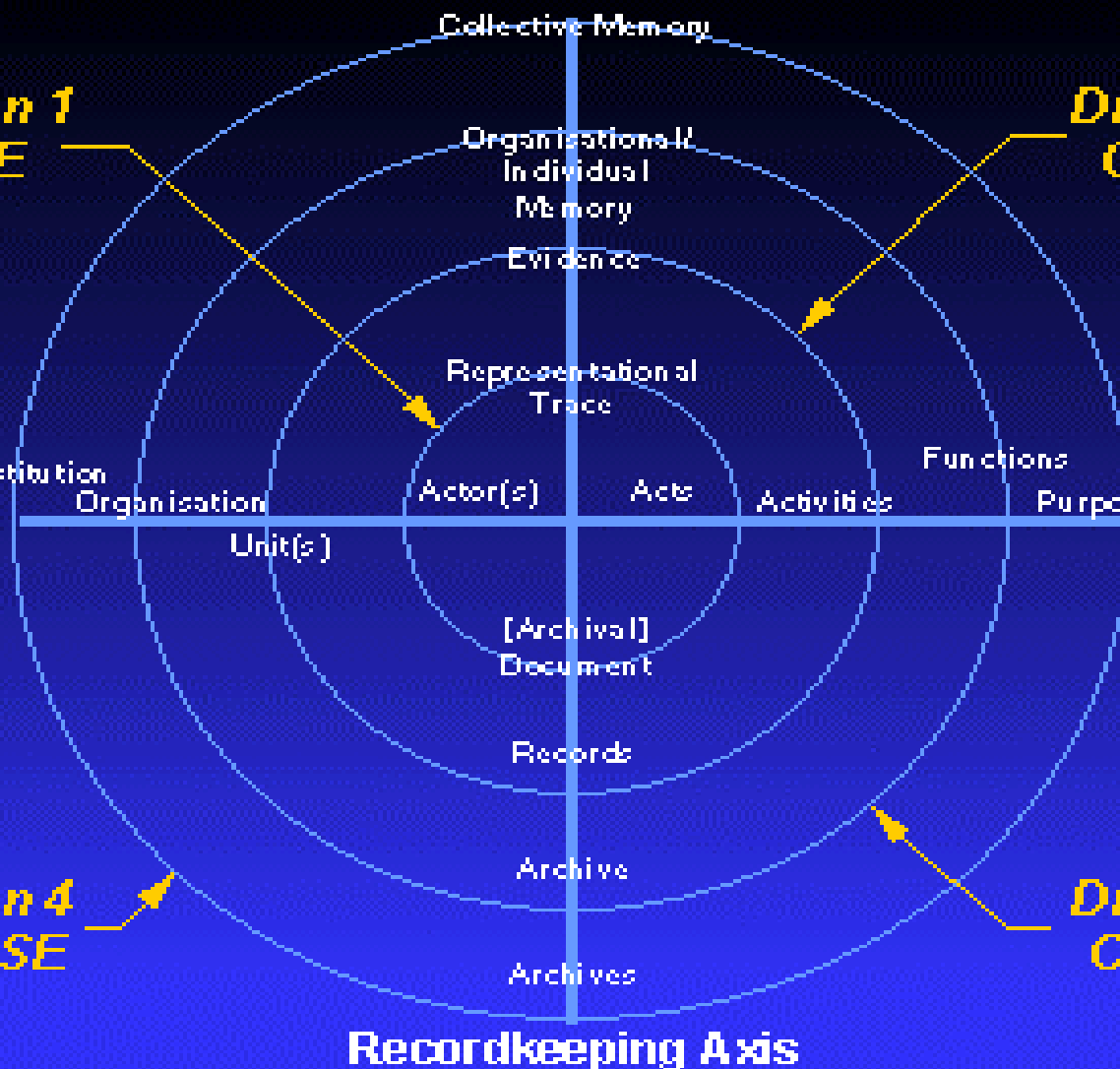
**Dimension 2
CAPTURE**

**Identity
Axis**

**Transactional
Axis**

**Dimension 4
PLURALISE**

**Dimension 3
ORGANISE**



Records Continuum Model





Metadata for Archives: Standards Bodies

- Dublin Core Metadata Initiative (DCMI)
 - Government working group
 - DC-Gov application profile (draft)
- Government Information Locator Service (GILS)





Discussion & Findings₁

- archives vs. records
- Metadata for Archives: the trend
 - From traditional archival materials, digitized materials, to born digital.
 - From the emphasis of archival structure, original provenance, and content, to context (business transaction).





Discussion & Findings₂

- Record Continuum & Lifecycle Model
 - Lifecycle of Records
 - Digital Information Lifecycle
- The Development Approaches
 - Government oriented (including: metadata standards, conceptual models, and strategies)
 - Society/Academic oriented (i.e.governments support the activities)
 - Collaboration between the Government and Society/Academic (i.e.one for theory development, the other for implementation & practices)





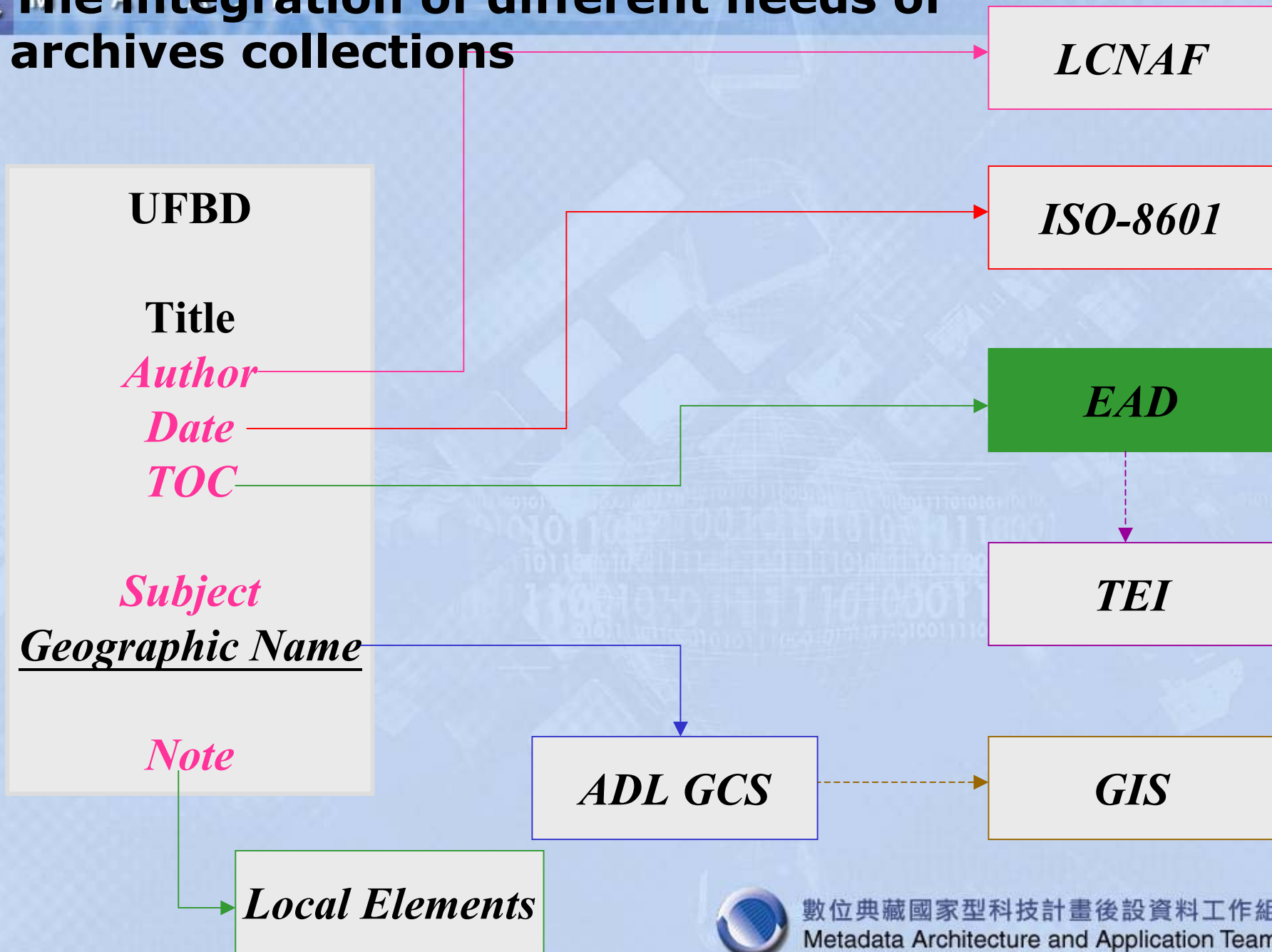
Conclusion and Suggestions

- Application Considerations
 - The integration of different needs of archives collections (Fig.)
 - The integration of historical archives and current records
- Impacts on Digital Libraries
 - The importance of data structure
 - Long term preservation





The integration of different needs of archives collections





Thank you

