Metadata Standards and Practices in Archives Community

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Outline

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

- 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 Domain

...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.)
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 Domain

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

- 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 Sector

- National Archives of Australia, NAA (Australia)
  - Adopt EAD
  - Designing and Implementing Recordkeeping Systems Methodology, DIRKS Methodology [~2000]
  - Recordkeeping Metadata Standard for Commonwealth Agencies [1999]
Metadata for Archives: Society Sector

- 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 Sector

- 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 Sector

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“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 Sector

- 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 Sector

- University of British Columbia
  - International Research on Permanent Authentic Records in Electronic Systems, InterPARES Project [1997]
Metadata for Archives: Academic Sector

- Monash University
  - Records Continuum Model [1996]
  - Framework for Standardising and Defining Recordkeeping Metadata
  - Australian RecordKeeping Metadata Elements Schema (RKMS)
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 & Findings

- 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 & Findings

- 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

- UFBD
  - Title
  - Author
  - Date
  - TOC
  - Subject
  - Geographic Name
  - Note

- ISO-8601

- LCNAF

- EAD

- TEI

- ADL GCS

- GIS

Local Elements
Thank you