



Government of South Australia

GPO Box 2343  
Adelaide SA 5001  
Tel (08) 8204 8773  
Fax (08) 8204 8777 DX:467  
srsaRecordsManagement@sa.gov.au  
www.archives.sa.gov.au

State Records  
of South Australia



# EDRMS Design

Standard

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# Introduction

## Purpose

The purpose of this Standard is to provide agencies and authorities with a pragmatic approach to Electronic Document and Records Management System (EDRMS) design. It is acknowledged that agencies and authorities are likely to configure and customise their EDRMS in individual ways. Without system design criteria, customisation may impede electronic communications and the transfer of information between agencies. This standard will ensure that despite any changes to the EDRMS interface the records managed by any compliant system are consistently captured and transferable across government.

A compliant system is one that has been:

- purchased through the SA Government EDRMS Panel (prior to 31 July 2009), or
- implemented according to the State Records of South Australia (SRSA) suite of EDRMS documents (post 31 July 2009) or
- implemented prior to or outside the EDRMS Panel, but assessed against the SRSA suite of EDRMS documents and judged to be compliant.

## Scope

This Standard is issued in accordance with sections 7(h) and 14 of the *State Records Act 1997*. As stated in section 14(2) of the State Records Act, this Standard is binding for administrative units of the public service and agencies or instrumentalities of the Crown.

Although other agencies, including local government authorities, are not bound by SRSA standards, they are strongly encouraged to apply this Standard to ensure adequate records management practices.

This *EDRMS Design Standard* underpins a number of other records management policies, standards and guidelines that are referred to as the SRSA suite of EDRMS documents. They are to be utilised when procuring and implementing an EDRMS. These include:

- *Adequate Records Management Standard* (2002)
- *Document and Records Management Systems Standard* (2009)
- *South Australian Recordkeeping Metadata Standard* (SARKMS) (2009)
- *EDRMS Functional Specification Standard* (2009)
- *EDRMS Procurement and Pre-Implementation Guideline* (2009)

This standard aligns with the following National and State issued standards:

- *Victorian Electronic Recordkeeping Standard Version 2* (VERS) (2003)
- *Australian Government Locator Service Metadata Element Set* (AGLS) (2002 endorsed 2007).

This *EDRMS Design Standard* defines the five key principles and the related compliance requirements for the implementation and configuration of an EDRMS.

- Principle 1: Risk management – The system must enable agencies to effectively manage the risks associated with poor records management.

- Principle 2: Reporting – The system must be able to interrogate and report upon the data it contains.
- Principle 3: Metadata – The system shall employ metadata standards to ensure accurate identification and preservation of the records.
- Principle 4: Accessibility – The system shall enable agencies to access and subsequently disclose information to meet their business needs in ways that protect information that is sensitive, confidential or impinges on personal privacy.
- Principle 5: System integrity – The system must contain the appropriate functionality to ensure the protection of data.

This Standard also provides mandated key metadata profiles for the creation of records within a compliant EDRMS.

Compliance with this Standard will ensure:

- official records are captured to a minimum and consistent manner in all agencies and authorities
- records can be efficiently transferred between multiple compliant EDRM systems
- effective migration of records is enabled between compliant EDRM systems in accordance with Portfolio restructuring requirements
- facilitation of the effective and efficient transfer of permanently sentenced electronically generated records from agencies and authorities to SRSA Digital Archive (yet to be established).

## **Implementation**

SRSA recognises that implementation of this standard for existing recordkeeping systems and business systems would be a resource intensive exercise, particularly for old paper based and legacy systems. With the exception of compliant EDRM systems (those systems procured from the Government's EDRMS Panel of products prior to 31 July 2009) there is no requirement to modify current or existing systems for compliance.

The opportunity to apply this Standard should be taken when implementing or upgrading an EDRMS or new electronic-business systems. System functional specifications should clearly identify the principles and metadata requirements detailed in this Standard.

Implementation of this Standard within agencies will require a high level of cooperation between:

- Records Managers
- System Administrators
- Chief Information Officers and IT Managers
- Business Managers
- SRSA Staff; and
- System Developers and Implementers.

## **Audience**

This standard is intended for EDRM System Designers, EDRMS and business system vendors, EDRMS Project Managers, Information System Administrators, Webmasters, and Database Managers as well as Information and Records Managers and Strategists.

## **Contact**

Agencies that seek information regarding any of the principles in this Standard should contact the Manager, Records Management Services at:

State Records of South Australia  
GPO Box 2343  
ADELAIDE SA 5001  
Phone (08) 8204 8791  
Fax: (08) 8204 8777

## Responsibilities

### State Records

The Director State Records under the auspices of the *State Records Act 1997* is responsible for issuing and maintaining standards for recordkeeping.

State Records has a role in providing advice, assistance and training material on implementing and maintaining recordkeeping standards, monitoring and reviewing this Standard and ensuring appropriate compliance with this Standard.

### Agencies

Agencies under the auspices of Section 13 of the State Records Act are responsible for ensuring that the official records in its custody are maintained in good order and condition. This requires that agencies ensure that adequate and appropriate recordkeeping policies, procedures and practices are in place for the business conducted in their organisation, which ensures compliance with the Government's recordkeeping standards.

### Chief Executives of Agencies

Agencies' Chief Executives are responsible under the auspices of the *Public Sector Management Act 1995* and the *Local Government Act 1999* for effectively managing records in accordance with legislative requirements.

### Records Managers

Records Managers are responsible for:

- Ensuring their EDRMS functionality meets the requirements of this Standard
- Day to day capture and maintenance of recordkeeping metadata
- Reviewing this Standard
- Providing training and information to staff and contractors of their organisation on their individual responsibilities for attributing recordkeeping metadata
- Liaising with respective System Administrators with respect to the capture and maintenance of recordkeeping metadata in the systems they manage
- Liaising with State Records as appropriate.

### System Developers, System Administrators, Webmasters and Database Managers

System developers, System Administrators, Webmasters, and Database Managers are responsible for ensuring EDRM and business systems they develop, implement, operate and maintain will function in accordance with the principles contained in this Standard, and will capture and maintain recordkeeping metadata in accordance with this Standard.

## **Employees and Contractors**

Staff and contractors employed by the respective agency are responsible for attributing metadata relating to individual business transactions where this cannot be captured automatically.

## Principles

### Principle 1: Risk Management

The system must enable agencies to effectively manage the risks associated with poor records management.

#### Scope

Risk management is the process of anticipating what can go wrong and why, and identifying possible solutions. An EDRMS can control risk by managing corporate information in a systematic manner. Processes where information may be lost, damaged or misinterpreted should be identified and managed within the context of the EDRMS. Records that are considered vital to the agency must be given particular attention.

An EDRMS is a tool for controlling business risk, however it may itself represent certain risks to a business when things go wrong with the system. For example, the system may fail at events such as:

- capture
- storage, tracking and access
- the production of different versions of records
- disposal and destruction
- migration between systems.

#### Minimum compliance requirements

An agency shall:

- create adequate records when there is a business or legislative need, or a community expectation for them to be accountable for decisions made and actions taken
- provide adequate resources for the maintenance of an EDRMS, including migration between systems, and the migration of metadata from inactive databases
- provide adequate resources for transition management in times of agency restructure, amalgamation, resource re-allocation or business process re-engineering.

#### Capture and management of records

An EDRMS shall enable agencies to:

- rely upon records as an accurate record of the activity/activities that they document
- capture and register a document, regardless of media, from within the source software package or the system software
- manage all records, using records management principles and practices, regardless of media
- manage electronic records in a consistent, open and enduring format
- identify and manage all vital records.

## Storage

An EDRMS shall enable agencies to:

- store data distributed across a number of databases and/or servers in a number of physical locations
- store electronic records appropriately and efficiently.

## Tracking and version control

An EDRMS shall enable agencies to:

- track the electronic or physical movement of records through the agency
- maintain version control for all records
- access an audit trail that tracks alterations to electronic records
- track records through various changes of custody (through organisational change or outsourcing).

## Disposal

An EDRMS shall enable agencies to:

- ensure all records are disposed of in accordance with the provisions of the *State Records Act 1997* or other legislation which authorises such disposal
- dispose of records in accordance with current General Disposal Schedules (or other operational records disposal schedules approved for a specific agency)
- apply a disposal or retention sentence at creation to the document and the record type, which can be modified on an ad hoc or global basis by the Administrator.

## Functional continuum

An EDRMS shall enable agencies to:

- jointly use records between related agencies, where relevant (such as after restructuring, amalgamation, resource re-allocation or business process re-engineering).

## Migration

An EDRMS shall enable agencies to:

- ensure that, when implementing a new system, complete migration of data between the old and new systems occurs, including metadata for inactive records and from inactive databases
- full and adequate import/export functionality is available.

## Conversion

An EDRMS shall enable agencies to:

- ensure that appropriate conversion and test processes are used so that data migrated to a new system is not corrupted or altered in such a manner that it may affect the evidentiary integrity or completeness of the record during the process.

## Principle 2: Reporting

The system must be able to interrogate and report upon the data it contains.

### Scope

An EDRMS should be able to provide a variety of reporting tools for the production of statistical, descriptive and audit reports. The system should be able to provide flexible enquiry facilities and standard reports as well as user defined ad hoc reports.

Reports must be able to satisfy a range of legal, operational, evidential and audit requirements. The production of reports must not compromise any of the other system principles, particularly those relating to security of data.

### Minimum compliance requirements

#### Reporting as a tool

An EDRMS shall enable agencies to:

- ensure that access, control and security requirements are being met by the system by employing reporting tools within the system
- use reporting and analysis tools for the management of retention and disposal policies
- monitor the progress of tasks associated with document content (known as 'workflow'), if required.

#### Report generation

An EDRMS shall enable agencies to generate a number of reports for:

- disposal
- general statistical purposes
- data and user administration (including activity of Administrator)
- activity within the classification structure
- other aspects of records in the system
- generate, save, modify and re-use report formats
- report on user-defined search results.

#### Audit reports

An EDRMS shall enable agencies to:

- access audit trails and audit reports for all transactions (including system administration)
- define and customise information required for an audit trail and report.

## Principle 3: Metadata

The system shall employ metadata standards to ensure accurate identification and preservation of the records.

### Scope

Metadata refers to labelling, cataloguing and descriptive information structured in such a way to allow a records management system to be properly searched and processed.

By adopting appropriate metadata standards an agency will be able to identify, authenticate, describe and manage official records in a systematic way to meet its business and archival requirements. Metadata can also assist in:

- controlling authorised use
- facilitating discovery and retrieval
- documenting and preserving content, context and structure of records
- administering conditions of access and disposal.

In today's electronic environment, metadata is a tool that can help to assure the meaning, manageability and longevity of records that are created and maintained in electronic systems.

### Minimum compliance requirements

#### Capture

an EDRMS shall enable agencies to:

- support at least the *Australian Government Locator Service Metadata Element Set (AGLS)*, the *South Australian Recordkeeping Metadata Standard (SARKMS)* and *VERS Metadata Scheme PROS 99/007 (Version 2.1) Specification 2*
- use a unique identifier for each record
- capture metadata in relation to all records, regardless of media, for:
  - content including the title, subject, description, language and coverage
  - registration including the records identifier, date and location of the document
  - structural elements including type, aggregation level and format of the document and its preservation history
  - contextual elements such as the document's agent, relation and function
  - history including management history and use history
  - terms and conditions including access rights and disposal actions.

#### Maintenance

An EDRMS shall enable agencies to:

- import and export document and file profile information, thesaurus and disposal schedules between system databases, and between applications
- develop document profiles/templates and specifications at an Administrator level
- effect global changes to specific fields, at an Administrator level

- ensure long-term preservation of data through comprehensive migration practices.

### **Accuracy**

An EDRMS shall enable agencies to:

- ensure accuracy during data entry using various mechanisms. For example:
  - automated entry from previous entries or manual entry as required
  - suppression of leading zeros
  - use of a customisable spell-checker applicable to all relevant fields.

## Principle 4: Accessibility

The system shall enable agencies to access and subsequently disclose information to meet their business needs in ways that protect information that is sensitive, confidential or impinges on personal privacy.

### Scope

This principle refers to the control of, and access to, the agency's records.

### Access

The official records of an agency may be accessed a number of times during their existence and this may occur for various reasons, such as the current administrative needs of the agency, research by the agency into the background of previous decisions and historical and other research. Information within the record may require control over its disclosure due to a number of issues, including:

- security
- personal privacy
- inter-governmental and intra-governmental access
- commercial confidentiality
- intellectual property
- legal liability
- freedom of information.

Agencies will want to ensure that information of a confidential nature is not accessible to all users while allowing access by appropriate people. Both the indiscriminate release of information and the refusal to release information may infringe on the rights of individuals and the business needs of the government, and cause severe liabilities for the agency.

Relationships between electronic records and records held in other formats must be clearly identified.

### Retrieval

An EDRMS must enable official records to be found upon demand. An agency's ability to find its official records within a specific time and with the required accuracy will have a significant impact on the transaction of its business. An agency that is able to find relevant records when needed will be able to make more efficient use of their human resources, and reduce costs.

The agency should be able to retrieve information from the system by searching the database, using a range of parameters.

## Minimum compliance requirements

### Appropriate access

An EDRMS shall enable agencies to:

- ensure that all records, in whatever medium, are easily accessible by those authorised
- ensure that access to records is subject to South Australian Government security, privacy and confidentiality requirements, including the Information Privacy Principles
- provide access to records through appropriate storage and security
- easily access electronic records in their electronic environment.

### Classification

An EDRMS shall enable agencies to:

- define record classification in up to four hierarchical descriptor levels
- ensure that records are arranged in a logical and controlled manner (i.e. a thesaurus)
- browse the thesaurus over a graphical user interface to select terms for classification and retrieval
- link classification terms to disposal criteria (see Principle 1: Risk Management) allowing for global or individual modification of links
- upgrade the existing thesaurus, providing the option for a retrospective change to relevant documents and record types, while maintaining the historical trail of terminology
- report or list records as a group related by business activity, for transfer within an agency or between agencies.

### Searching and retrieval

An EDRMS shall enable agencies to:

- find records entered into the system upon demand
- search and access records without being limited by geographical/server architectural constraints
- link, group and relate documents to other documents created or used as part of the same business activity, either specified by the system or by the user
- retrieve information using at least the following search parameters:
  - full text
  - combined text and field
  - keyword
  - file/document/item
  - date document/item created/captured
  - author of document/item
  - barcode
- combine search terms to conduct simple keyword and complex searches, using Boolean terms, logical operators, broader and narrower terms, and proximity searches

- refine search criteria and results at a user level, based on operational needs
- save search parameters.

## Principle 5: System Integrity

The system must contain the appropriate functionality to ensure the protection of data.

### Scope

This principle refers mainly to the IT issues around access to, and integrity of, data within the system. Through the system's technical integrity, access to software functionality, as well as access to records held within the system can be limited to specific needs. For instance:

- system administrators should be able to access functionality in the system that an end-user cannot
- records of a confidential nature should only be available to those users who have the appropriate authorisation
- system integrity should prevent or minimise the risk of:
  - unauthorised access to the system from outside the organisation
  - corruption or inaccessibility of the data.

### Minimum compliance requirements

#### Security

An EDRMS shall enable agencies to:

- apply security classification to the user, the record and the record type at creation, which can be modified on an ad hoc or global basis by the administrator, if required
- relate record classification and system function to user authorisation so that appropriate document security is maintained at all times
- minimise the risk of access to the system from outside the agency by using appropriate system security processes
- meet legal requirements by maintaining data integrity through the system security
- ensure that security breaches are recorded in an audit trail.

#### Reliability

An EDRMS shall enable agencies to:

- ensure that records can be recovered from failed and interrupted processes without loss of data or integrity
- identify currently logged on users, determine their usage statistics, and log users out of the system when required
- perform full and incremental back-ups
- enable full and incremental recovery of data stores and indices, synchronisation for remote data stores, and optimisation of data stores and indices, where relevant
- perform administration functions concurrently with other live transactions.

## Metadata

This standard is intended to minimise the requirement of users to input metadata. When user input is required it should be provided from drop-down menu lists, usually with a logical default value. Metadata compliant templates of all major desktop applications should be made available to users to eliminate duplicated effort.

It would be advantageous for existing business systems, as they are upgraded, to include functionality that facilitates the capture of metadata according to this Standard. These business systems often identify mandatory metadata elements when describing people and organisational business units, workgroups, activities and functions.

Recordkeeping metadata includes:

- Registration and classification metadata, which gives a record its unique identity in the system and classifies records through a classification scheme
- Content, structure and context metadata, which describes record content such as a title, its structure, who created it, where, when, its relationship with other records and why (i.e. what legislation or regulations required the record to be created)
- Recordkeeping process metadata provides information or evidence about processes a record may have undergone such as viewing, transmitting, transferring custody, accessing, reviewing, sentencing, etc.

Recordkeeping metadata within an EDRMS is required for the following reasons:

- Unique identification of records
- Authentication of records
- Persistence of records content, structure and context
- Accountability, management of records over time in an electronic environment
- Administration of terms and conditions of access and disposal
- Tracking and documenting the use and history of records, including specific recordkeeping and archival processes
- Enabling discovery, retrieval and delivery of records to authorised users, and
- Restricting unauthorised use.

Created metadata profiles are records themselves as they describe the transaction that may have occurred on a particular record and as such are subject to the requirements of the State Records Act.

## Glossary

SRSA has developed a comprehensive glossary based upon a number of sources. Where a definition exists within current legislation, such as the *State Records Act 1997*, it will take primacy. If no definition is available within legislation, the primary source is Australian Standard AS ISO 15489 Records Management.

The glossary is available on the SRSA website, [www.archives.sa.gov.au](http://www.archives.sa.gov.au).

## Attachment 1 - Metadata Profiles

The metadata elements in the tables below map directly to the *South Australian Recordkeeping Metadata Standard (2009)*.

In an EDRMS, agencies will need to create a profile for each category of an entity (e.g. item, file or folder; external author, individual or agency; transaction, business activity or government function) according to the profile elements listed below. Agencies may include further elements if desired.

Where a category has been highlighted in **bold**, this indicates that the corresponding element is mandatory.

The column titled **Value generated by** suggests the method by which a metadata value can be obtained for the element.

### Metadata Profile: Record Entity

	Element/element qualifier	Metadata description	Record category	Value generated by
0	Entity	Type of entity described	<b>item, file, folder, box, consignment, series, system</b>	System generated Agency schema
1	<b>Category</b>	Specific category of entity described	<b>item, file, folder, box, consignment, series, system</b>	System generated Agency schema
2	<b>Identifier</b>	This container provides for a unique identifier to be allocated to an entity.	<b>CONTAINER</b>	
2.1	Domain	Area of the organisation to which the entity belongs	<b>item, file, folder</b>	System default Agency schema
2.2	Identifier String	Unique identifier assigned to an entity.	<b>item, file, box, consignment, series</b>	System default Agency schema
2.3	Identifier Scheme	Scheme from which the identifier string is generated	item, file, box, consignment, series	System default
2.4	Barcode	Numeric identifier	item, file, box	User input Agency system

	Element/element qualifier	Metadata description	Record category	Value generated by
2.8	Version Number	Version number of the item	item	Application generated
2.9	Version Status	Status of the version eg draft, waiting approval, published	item	User input
2.10	Reference Identifier	Reference quoted by the sender of the item	item	User input
3	<b>Name</b>	The name or title of the entity which is free text.	<b>item, file, folder, series, system</b>	User input
3.1	Alternative Name	Free text - in the context of a record or function, can be derived in part from the thesaurus.	item, file, folder	User input
3.2	Abbreviated Name	Can be derived in part from the thesaurus.	item, file, folder	User input
4	<b>Description</b>	Free text description of the contents/scope and/or purpose of a record/business function or an aggregation of records.	item, file, folder, box, consignment, series, system	User input Centralised intervention
5	<b>Date</b>	This element specifies date/time or a range of date/times applicable to an entity.	<b>CONTAINER</b>	
5.1	Creation date/time	Date and time at which a record was created.	<b>item, file, folder, box, consignment, series, system</b>	System default
5.2	Received date/time	Date and time at which a record was received.	<b>item, file, box, consignment</b>	System default User input
5.3	Registration date/time	Date and time at which a record was registered.	<b>item</b>	System default
5.4	Transfer Date	Date and time at which a record was transferred.	item, file, box, consignment, series	System default User input

	Element/element qualifier	Metadata description	Record category	Value generated by
5.5	Contents Date Range	Date range that applies to the content of a record.	item, file, box, consignment, series	System generated User input
5.8	Date Issued	Date and time at which a record was issued.	item, file	System generated User input
5.9	Date Approved	Date and time at which a record was approved.	item, folder	System generated User input
5.10	Published Date	Date and time at which a record was published.	item	System generated User input
6	<b>Classification Scheme</b>	This element identifies and lists the business documented in the record or in an aggregation of records.	<b>CONTAINER</b>	
6.1	Function Descriptor	Derived from agency identified thesaurus.	item, file, folder	User input Centralised intervention
6.2	Activity Descriptor	Derived from agency identified thesaurus.	item, file, folder	User input Centralised intervention
6.3	Subject Descriptor 1	Derived from agency identified thesaurus.	item, file, folder	User input Centralised intervention
6.4	Subject Descriptor 2	Derived from agency identified thesaurus.	item, file, folder	User input Centralised intervention
6.5	Keyword	Derived from agency identified thesaurus.	item, file, folder	User input Centralised intervention
7	<b>Coverage</b>	Jurisdiction in which the record is valid	item, file, folder, series	System default
7.1	Jurisdiction	Jurisdiction covered by and/or discussed in the record content.	item, file, folder	System default Agency schema
7.2	Place Name	Location, region or geographical area covered by and/or discussed	item, file, folder	System default Agency schema

	Element/element qualifier	Metadata description	Record category	Value generated by
		in the record content.		
8	Language	Language in which the record is documented.	item, file, series	System default Agency schema
9	Type	Type of record or format of a record	item	System default Agency schema
9.1	Vital record	Identifies a vital record	item, file	System default User input
9.2	Vital record review due date	Date on which review of vital status is due	item, file	System default User input
10	Format	Media, data format, extent and physical form of a record or an aggregation of records.	CONTAINER	
10.1	Media Format	e.g. audio, image, message, text,	item	System generated
10.2	Data Format	e.g. ascii, gif, html, pdf, rtf, txt	item	System generated
10.3	Medium	e.g. album, box, card, CD-R, film	item	System generated Centralised intervention User input
10.4	Extent (size)	Size of the record. For an electronic record this could be bytes (b, KB, MB) or a physical record in number of pages or physical dimensions	item	System generated
10.5	Original Creating Environment	Name of the software application that created the record	item	System generated
10.6	Review Due Date	Date at which a review is planned in order to manage particular formats of records.	item	System generated
11	Relation	This element identifies and defines	CONTAINER	

	Element/element qualifier	Metadata description	Record category	Value generated by
		a relationship or set of relationships that exist between records, agents and functions.		
11.1	Related Entity Identifier	Identifier of an entity related to this entity	item, file, folder, box, consignment, series, system	System generated Centralised intervention User input
11.2	Relationship Type	Element will show the relation between any of the 6 record categories, 6 agent categories and 3 function categories.	item, file, folder, box, consignment, series, system	System generated Centralised intervention User input
11.3	Relationship Definition	E.g. 'Is required by', 'Is version of', 'Is controlled by', 'Is part of'	item, file, folder, box, consignment, series, system	System generated Centralised intervention User input
11.4	Relationship Date	Date that a relationship is established.	item, file, folder, box, consignment, series, system	System generated
12	<b>Access</b>	Identifies information that governs the accessibility of and use permissions of entities.	<b>CONTAINER</b>	
12.1	Access Rights	Identifies the public access status of a record e.g. open, closed, open after 20 years, embargoed	item, file, box, consignment, series	System default User input
12.2	Rights Type	Records a determination of the type of access rights assigned to a record - values derived from a schema	item, file, folder	System default User input
12.3	Rights Status	Must be used if 12.2 Rights Type is 'Archival Access', 'Authorised public access' or 'FOI'	item, file	System default User input
12.4	Security Classification	Identifies the sensitivity of a record e.g. highly protected, in-	item, file, folder	System default User input

	Element/element qualifier	Metadata description	Record category	Value generated by
		confidence, unclassified, public domain		
12.5	Caveat	Applied with the Security Classification element to limit access to records with special sensitivities. It should not be applied on its own or to records in the Public Domain.	item, file, folder	System default User input
12.6	Use Conditions	Describes the conditions under which a record can be available for access.	item, file, folder	User input
12.7	Access Statement	Describes why a particular Access Rights regime was imposed, or state penalties for unauthorised / inappropriate use.	item, file, folder	User input
12.8	Determination Date	Date on which a particular Access Rights regime was imposed.	<b>item, file, box, consignment, series</b>	System default User input
12.9	Review Due Date	Date on which a review of Access Rights should take place. It can be used to flag automatic security declassification after a set period.	item, file, box, consignment, series	System default User input
13	<b>Disposal</b>	Documents the processes undertaken to ensure the appropriate disposal of a record or aggregation of records.	<b>CONTAINER</b>	
13.1	Disposal Schedule	Identifies the Disposal Authorisation applicable to the record e.g. GDS20, RDS. If no GDS or RDS coverage applies to the record(s), can use 'No Disposal Coverage'.	<b>item, file, box, consignment, series</b>	System default Agency schema

	Element/element qualifier	Metadata description	Record category	Value generated by
13.2	Disposal Schedule Version	Version number of the disposal schedule	item, file, box, consignment, series	System default Agency schema
13.3	Disposal Schedule Item No.	Item number of the disposal action assigned to the record	item, file	System default Agency schema Central intervention
13.4	Disposal Action	Identifies the disposal action assigned to the record	item, file	System default Agency schema Central intervention
13.5	Date Sentenced	Date at which the sentence was applied.	item, file	Central intervention
13.6	Date Transfer Due	Date at which the record is due to be transferred.	item, file, box, consignment, series	Central intervention
13.7	Date Destruction Due	Date at which destruction of the record is due.	item, file, box	Central intervention
13.8	Date Destruction Approved	Date of the destruction approval	item, file, box	User input
13.9	Disposal Statement	Free text	item, file	User input
13.10	Disposal Authorising Officer	Identifier of the officer who authorised disposal	item, file, box	System default User input
14	<b>Location</b>	Identifies the physical or virtual location of a record or aggregation of records.	<b>CONTAINER</b>	
14.1	Current Location	Agency defined scheme. For electronic records, this could be the file path and file name.	item, file, box, consignment	System generated User input Agency schema
14.2	Store Location	Agency/custodial agency defined scheme. For electronic records, this could be the file path and file name.	item, file, box, consignment	System generated Agency schema

	Element/element qualifier	Metadata description	Record category	Value generated by
14.3	Store Definition	Description of 14.2 Store location	item, file, box, consignment	System generated Agency schema
14.4	Location Date	Date when record was moved to current location.	item, file, box, consignment	System generated
15	<b>Event History</b>	Documents the preservation, retrieval, disposal, control, access or use related activities performed or to be performed on a record; the past current or future management events or actions relating to agents or business functions or business activities.	<b>CONTAINER</b>	
15.1	Event ID	System generated unique identifier.	item, file, folder, box, consignment, series, system	System generated
15.2	Event Type	Derived from Event Type scheme, documents changes to metadata or recordkeeping processes undertaken e.g. add, archived, closed, reviewed, security breached, viewed.	item, file, folder, box, consignment, series, system	System generated
15.3	Prior Value	Records the metadata value that was changed, added or deleted	item, file, folder, box, consignment, series, system	System generated
15.4	Event date/time	Date and time at which the event occurred.	item, file, folder, box, consignment, series, system	System generated
15.5	Action Officer	Identifies individual who transacted the event	item, file, folder, box, consignment, series, system	System generated
16	<b>Precedence</b>	Allows the assignment of current time sensitiveness to a record. It enables highlighting and prioritisation or requests that	item, file	System default User input

	Element/element qualifier	Metadata description	Record category	Value generated by
		require attention or action. Optional, but all elements mandatory when used		
16.1	Date/time Action Due by	Date by which an action or response is required.	item, file	System default User input
16.2	Date Action Completed	Date at which an action or response was completed.	item, file	User input
16.3	Action Officer	Identifier of officer responsible for taking action	item, file	System default User input
16.4	Action Delegator	Identifier of officer who delegated the action	item, file	System default User input
16.5	Action Required	Identifies the action to be taken - derived from an agency defined list	item, file	System default User input

### Metadata Profile: Agent Entity

	Element/element qualifier	Metadata description	Agent category	Value generated by
0	<b>Entity</b>	Type of entity described	<b>external author, individual, position, workgroup, section/unit, business group, agency, LGA, mechanism</b>	System generated Agency schema
1	<b>Category</b>	Specific category of entity described	<b>external author, individual, position, workgroup, section/unit, business group, agency, LGA, mechanism</b>	System default
2	<b>Identifier</b>	This container provides for a unique identifier to be allocated to an entity.	<b>Container</b>	
2.1	Domain	Area of the organisation to which the entity belongs	<b>external author, individual, position, workgroup, section/unit, business group, agency, LGA, mechanism</b>	System default Agency schema
2.2	Identifier String	Unique identifier assigned to an entity.	<b>external author, individual, agency, LGA</b>	System default Agency schema
2.3	Identifier Scheme	Scheme from which the identifier string is generated	external author, individual, agency, LGA	System default
2.5	Position Identifier	Position number of individual	external author, individual	System default Agency schema
2.6	Person Identifier	Identifier of the individual	external author, individual	System default Agency schema
2.7	Digital Signature	Encrypted data that creates a unique and non-forgeable identifier of the agent responsible for the transactions the record documents.	external author, individual	System generated

	Element/element qualifier	Metadata description	Agent category	Value generated by
	<b>3 Name</b>	The name or title of the entity which is free text.	<b>external author, individual, position, workgroup, section/unit, business group, agency, LGA, mechanism</b>	System default User input Agency system
3.1	Alternative Name	Free text - in the context of a record or function, can be derived in part from the thesaurus.	external author, individual, position, workgroup, section/unit, business group, agency, LGA, mechanism	System default User input Agency system
3.2	Abbreviated Name	Can be derived in part from the thesaurus.	external author, individual, position, workgroup, section/unit, business group, agency, LGA, mechanism	System default User input Agency system
	<b>4 Description</b>	Free text description of the contents/scope and/or purpose of a record/business function or an aggregation of records.	external author, individual, position, workgroup, section/unit, business group, agency, LGA, mechanism	User input Centralised intervention
	<b>5 Date</b>	This element specifies date/time or a range of date/times applicable to an entity.	<b>Container</b>	
5.1	Creation date/time	Date and time at which a record was created.	<b>external author, individual, position, workgroup, section/unit, business group, agency, LGA, mechanism</b>	System default Centralised intervention
5.6	Start Date	Date at which an agency or function commenced operation.	<b>external author, individual, position, workgroup, section/unit, business group, agency, LGA, mechanism</b>	System default User input Centralised intervention
5.7	End Date	Date at which an agent or function ceased with the organisation or operation on the system.	external author, individual, position, workgroup, section/unit, business group, agency, LGA, mechanism	System default User input Centralised intervention
	<b>11 Relation</b>	<b>Container</b> This element identifies and	<b>Container</b>	

		defines a relationship or set of relationships that exist between records, agents and functions.		
11.1	Related Entity Identifier	Identifier of an entity related to this entity	<b>external author, individual, position, workgroup, section/unit, business group, agency, LGA, mechanism</b>	System generated Centralised intervention User input
11.2	Relationship Type	Element will show the relation between any of the 6 record categories, 6 agent categories and 3 function categories.	<b>external author, individual, position, workgroup, section/unit, business group, agency, LGA, mechanism</b>	System generated Centralised intervention User input
11.3	Relationship Definition	E.g. 'Is required by', 'Is version of', 'Is controlled by', 'Is part of'	<b>external author, individual, position, workgroup, section/unit, business group, agency, LGA, mechanism</b>	System generated Centralised intervention User input
11.4	Relationship Date	Date that a relationship is established.	external author, individual, position, workgroup, section/unit, business group, agency, LGA, mechanism	System generated
12	<b>Access</b>	Identifies information that governs the accessibility of and use permissions of entities.	<b>Container</b>	
12.10	Permissions	Identifies an agent's ability undertake certain recordkeeping actions on a record or an aggregation of records.	external author, individual, position, workgroup, section/unit, business group, agency, LGA	System default
15	<b>Event History</b>	Documents the preservation, retrieval, disposal, control, access or use related activities performed or to be performed on a record; the past current or future management events or actions relating to agents or business functions or business activities.	<b>Container</b>	
15.1	Event ID	System generated unique	<b>external author, individual, position, workgroup,</b>	System generated

		identifier.	<b>section/unit, business group, agency, LGA, mechanism</b>	
15.2	Event Type	Derived from Event Type scheme, documents changes to metadata or recordkeeping processes undertaken e.g. add, archived, closed, reviewed, security breached, viewed.	<b>external author, individual, position, workgroup, section/unit, business group, agency, LGA, mechanism</b>	System generated
15.3	Prior Value	Records the metadata value that was changed, added or deleted	<b>external author, individual, position, workgroup, section/unit, business group, agency, LGA, mechanism</b>	System generated
15.4	Event date/time	Date and time at which the event occurred.	<b>external author, individual, position, workgroup, section/unit, business group, agency, LGA, mechanism</b>	System generated
15.5	Action Officer	Identifies individual who transacted the event	<b>external author, individual, position, workgroup, section/unit, business group, agency, LGA, mechanism</b>	System generated
17	<b>Contact</b>	Identifies the physical or virtual location of an agent - requirements outlined in South Australian Government ICT Standard CTO/S 3.5.2	<b>external author, individual, position, workgroup, section/unit, business group, agency, LGA</b>	User input Centralised intervention Agency schema
17.1	Contact Location	Agency developed location scheme.	external author, individual, position, workgroup, section/unit, business group, agency, LGA	User input Centralised intervention Agency schema

**Metadata Profile: Function Entity**

	<b>Element/element qualifier</b>	<b>Metadata description</b>	<b>Function category</b>	<b>Value generated by</b>
0	<b>Entity</b>	Type of entity described	<b>transaction, business activity, business function, government function</b>	System generated Agency schema
1	<b>Category</b>	Specific category of entity described	<b>transaction, business activity, business function, government function</b>	System generated Agency schema
2	<b>Identifier</b>	This container provides for a unique identifier to be allocated to an entity.	<b>Container</b>	
2.1	Domain	Area of the organisation to which the entity belongs	<b>transaction, business activity, business function, government function</b>	System default Agency schema
2.2	Identifier String	Unique identifier assigned to an entity.	<b>transaction, business activity, business function, government function</b>	System default Agency schema
2.3	Identifier Scheme	Scheme from which the identifier string is generated	transaction, business activity, business function, government function	System default
3	<b>Name</b>	The name or title of the entity which is free text.	<b>transaction, business activity, business function, government function</b>	System default Agency system
3.1	Alternative Name	Free text - in the context of a record or function, can be derived in part from the thesaurus.	transaction, business activity, business function, government function	System default Agency system
3.2	Abbreviated Name	Can be derived in part from the thesaurus.	transaction, business activity, business function, government function	System default Agency system
4	<b>Description</b>	Free text description of the contents/scope and/or purpose of a record/business function or an aggregation of records.	transaction, business activity, business function, government function	Centralised intervention
5	<b>Date</b>	This element specifies date/time or a range of date/times	<b>Container</b>	

	Element/element qualifier	Metadata description	Function category	Value generated by
		applicable to an entity.		
5.1	Creation date/time	Date and time at which a record was created.	<b>transaction, business activity, business function, government function</b>	System default Centralised intervention
5.6	Start Date	Date at which an agency or function commenced operation.	<b>transaction, business activity, business function, government function</b>	System default User input Centralised intervention
5.7	End Date	Date at which an agent or function ceased with the organisation or operation on the system.	transaction, business activity, business function, government function	System default User input Centralised intervention
11	<b>Relation</b>	<b>Container</b> This element identifies and defines a relationship or set of relationships that exist between records, agents and functions.	<b>Container</b>	
11.1	Related Entity Identifier	Identifier of an entity related to this entity	<b>transaction, business activity, business function, government function</b>	System generated Centralised intervention User input
11.2	Relationship Type	Element will show the relation between any of the 6 record categories, 6 agent categories and 3 function categories.	<b>transaction, business activity, business function, government function</b>	System generated Centralised intervention User input
11.3	Relationship Definition	E.g. 'Is required by', 'Is version of', 'Is controlled by', 'Is part of'	<b>transaction, business activity, business function, government function</b>	System generated Centralised intervention User input
11.4	Relationship Date	Date that a relationship is established.	transaction, business activity, business function, government function	System generated
12	<b>Access</b>	Identifies information that governs the accessibility of and use permissions of entities.	<b>Container</b>	

	Element/element qualifier	Metadata description	Function category	Value generated by
12.4	Security Classification	Identifies the sensitivity of a record e.g. highly protected, in-confidence, unclassified, public domain	transaction	System generated
12.5	Caveat	Applied with the Security Classification element to limit access to records with special sensitivities. It should not be applied on its own or to records in the Public Domain.	transaction	System generated User input
15	<b>Event History</b>	Documents the preservation, retrieval, disposal, control, access or use related activities performed or to be performed on a record; the past current or future management events or actions relating to agents or business functions or business activities.	<b>Container</b>	
15.1	Event ID	System generated unique identifier.	<b>transaction, business activity, business function, government function</b>	System generated
15.2	Event Type	Derived from Event Type scheme, documents changes to metadata or recordkeeping processes undertaken e.g. add, archived, closed, reviewed, security breached, viewed.	<b>transaction, business activity, business function, government function</b>	System generated
15.3	Prior Value	Records the metadata value that was changed, added or deleted	<b>transaction, business activity, business function, government function</b>	System generated
15.4	Event date/time	Date and time at which the event occurred.	<b>transaction, business activity, business function, government function</b>	System generated

	Element/element qualifier	Metadata description	Function category	Value generated by
15.5	Action Officer	Identifies individual who transacted the event	<b>transaction, business activity, business function, government function</b>	System generated
18	<b>Mandate</b>	Identifies and provides information about: * The administrative or legal basis for the function or the business activities or transactions within it * The recordkeeping mandate requirements * The date when a particular mandate came into effect * The authorisation of related actions arising from the mandate.	<b>Container</b>	
18.1	Mandate Type	Identifies the scope of the mandate and the category or type of mandate e.g. government policy, legislation, procedure, regulations	<b>transaction, business activity, business function, government function</b>	System default Agency schema
18.2	Mandate Name	Documents the name of the resource or reference that contains the recordkeeping requirements and mandates relating to a function e.g. <i>Business Names Act 1996</i> .	<b>transaction, business activity, business function, government function</b>	System default Agency schema
18.3	Mandate Identifier	Unique identifier by which the mandate is known.	transaction, business activity, business function, government function	System default Agency schema
18.4	Mandate Description	Free text description of the mandate.	transaction, business activity, business function, government function	System default Agency schema
18.5	Mandate Date	Date the mandate came into effect and/or the proposed date(s) of review.	transaction, business activity, business function, government function	System default Agency schema

	Element/element qualifier	Metadata description	Function category	Value generated by
18.6	Mandate Jurisdiction	Area in which a mandate or particular function operates. This may be a business group, an audience or a particular geographic area.	transaction, business activity, business function, government function	System default Agency schema
18.7	Mandate Domain	Indicates the business group that the mandate or particular function operates within	transaction, business activity, business function, government function	System default Agency schema
18.8	Mandate Audience	Indicates to whom the mandate or particular function pertains	transaction, business activity, business function, government function	System default Agency schema

## Attachment 2 – Metadata Dictionary

This Metadata Dictionary lists each element and element qualifier from *South Australian Recordkeeping Metadata Standard (2009) (SARKMS)* and the equivalent terms from *Australian Government Recordkeeping Metadata Standard Version 2.0* published by the National Archives of Australia (<http://www.naa.gov.au>), *VERS Metadata Scheme PROS 99/007 (Version 2.1) Specification 2* (<http://www.prov.vic.gov.au>) and *AGLS Metadata Element Set Version 1.3* (<http://www.naa.gov.au>).

There are some elements where it is not possible to establish an exact equivalence and others where more than one element from a scheme will equate with an element from SARKMS. There are a number of NAA elements that are not mapped to SARKMS due to the difficulty of mapping the 5-entity metadata model to the South Australian 3-entity metadata model.

Some VERS elements are highlighted  to emphasis that, although not identified within SARKMS, these are to be implemented in order to comply with VERS and thus with the South Australia Government mandated requirements for an EDRMS outlined in the *Document and Records Systems Standard*.

Inclusion of this Dictionary aims to assist agencies in the implementation of metadata within an EDRMS, identifying the VERS metadata necessary for implementation, and mapping of metadata between systems.

SARKMS		NAA		VERS	AGLS
Element	Entity	Element	Entity	Element	Element
0.0 Entity	Agent	0.0 Entity Type	Agent		
0.0 Entity	Function	0.0 Entity Type	Business		
0.0 Entity	Record	0.0 Entity Type	Record		
01.0 Category	Agent	01.0 Category	Agent		
01.0 Category	Function	01.0 Category	Business		
01.0 Category	Record	01.0 Category	Record	M059 Aggregation Level M114 Document M142 File M104 Transaction	Type / aggregation Level
02.0 Identifier	Agent	02.0 Identifier	Agent		

SARKMS		NAA		VERS	AGLS
Element	Entity	Element	Entity	Element	Element
02.0 Identifier	Function	02.0 Identifier	Business		
02.0 Identifier	Record	02.0 Identifier	Record		
02.1 Domain	Agent	08.0 Jurisdiction	Agent	M014 Jurisdiction M019 Section Name	
02.1 Domain	Function				
02.1 Domain	Record				
02.2 Identifier string	Agent	02.1 Identifier String	Agent	M015 Corporate ID M017 Person ID M087 RKS ID	
02.2 Identifier string	Function	02.1 Identifier String	Business		
02.2 Identifier string	Record	02.1 Identifier String	Record	M065 Record Identifier M099 VEO Identifier M100 Agency Identifier M101 Series Identifier M102 File Identifier M103 VERS Record Identifier M105 Transaction identifier	Identifier
02.3 Identifier scheme	Agent	02.2 Identifier Scheme	Agent		
02.3 Identifier scheme	Function	02.2 Identifier Scheme	Business		
02.3 Identifier scheme	Record	02.2 Identifier Scheme	Record		
02.4 Barcode	Record				
02.5 Position identifier	Agent	14.0 Position	Agent	M013 Agent Type M020 Position Name	
02.6 Person identifier	Agent				Creator Contributor
02.7 Digital signature	Agent			M023 Digital Signature	
02.8 Version number	Record				
02.9 Version status	Record				

SARKMS		NAA		VERS		AGLS	
Element	Entity	Element	Entity	Element	Entity	Element	Entity
02.10 Reference identifier	Record						
03.0 Name	Agent	03.0 Name 03.1 Name Words	Agent Agent	M016 Corporate Name M018 Personal Name M116 Document Agent M106 Originator M107 Recipient		Publisher	
03.0 Name	Function	03.0 Name 03.1 Name Words	BusinessBusiness				
03.0 Name	Record	03.0 Name 03.1 Name Words	Record Record	M032 Title M035 Title Words M117 Document Title		Title	
03.1 Alternative name	Agent						
03.1 Alternative name	Function						
03.1 Alternative name	Record			M036 Alternative		Title / alternative	
03.2 Abbreviated name	Agent						
03.2 Abbreviated name	Function						
03.2 Abbreviated name	Record						
04.0 Description	Agent	05.0 Description	Agent				
04.0 Description	Function	05.0 Description	Business				
04.0 Description	Record	05.0 Description	Record	M040 Description M119 Document Description M111 Business Procedure Reference M112 Transaction Reference M153 Auxiliary Description		Description	
05.0 Date	Agent	04.0 Date Range	Agent				
05.0 Date	Function	04.0 Date Range	Business				
05.0 Date	Record	04.0 Date Range	Record	M054 Date		Date	
05.1 Creation date/time	Record	04.1 Start Date	Record	M055 Date/Time Created		Date / created	

SARKMS		NAA		VERS		AGLS	
Element	Entity	Element	Entity	Element	Element	Element	Element
				M123 Document Date		Date / modified	
05.1 Creation date/time	Agent						
05.1 Creation date/time	Function						
05.2 Received date/time	Record						
05.3 Registration date/time	Record			M057 Date/Time Registered		Date / issued	
05.4 Transfer date	Record						
05.5 Contents date range	Record	16.2 Temporal Coverage	Record	M049 Period Name		Coverage / temporal	
05.6 Start date	Agent	04.1 Start Date	Agent				
05.6 Start date	Function	04.1 Start Date	Business				
05.7 End date	Agent	04.2 End Date	Agent				
05.7 End date	Function	04.2 End Date	Business				
05.8 Date issued	Record						
05.9 Date approved	Record						
05.10 Published date	Record						
06.0 Classification scheme	Record	17.0 Keyword 17.3 Keyword Scheme	Record				
06.1 Function descriptor	Record	17.1 Keyword Term	Record	M050 Function M051 Function Descriptor M155 Document Function		Function	
06.2 Activity descriptor	Record			M052 Activity Descriptor			
06.3 Subject descriptor 1	Record			M053 Third Level Descriptor		Subject	
06.4 Subject descriptor 2	Record			M37 Subject M118 Document Subject			
06.5 Keyword	Record			M39 Keyword			
07.0 Coverage	Record	16.0 Coverage	Record	M046 Coverage M122 Document Coverage		Coverage	
07.1 Jurisdiction	Record	08.0 Jurisdiction	Record	M047 Jurisdiction		Coverage / jurisdiction	

SARKMS		NAA		VERS		AGLS	
Element	Entity	Element	Entity	Element	Entity	Element	Entity
		16.1 Jurisdictional Coverage	Record				
07.2 Place name	Record	16.3 Spatial Coverage	Record	M048 Place Name		Coverage / postcode Coverage / spatial	
08.0 Language	Record	15.0 Language	Record	M041 Language M120 Document Language		Language	
09.0 Type	Record	24.0 Document Form	Record	M058 Type D124 Document Type M110 Transaction Type		Type	
09.1 Vital record	Record						
09.2 Vital record review due date	Record						
10.0 Format	Record	19.0 Format	Record	M060 Format		Format	
10.1 Media format	Record			M061 Media Format		Type / document Type	
10.2 Data format	Record	19.1 Format Name 19.2 Format Version	Record Record	M062 Data Format			
10.3 Medium	Record	21.0 Medium	Record	M063 Medium		Format / medium	
10.4 Extent (size)	Record	20.0 Extent 20.1 Physical Dimensions 20.2 Logical Size 20.3 Quantity 20.4 Units	Record Record Record Record	M064 Extent		Format / extent	
10.5 Original creating environment	Record	19.3 Creating Application Name 19.4 Creating Application Version	Record Record	M125 Document Source			
10.6 Review due date	Record					Date / valid	
11.0 Relation	Agent	06.0 Related Entity	Relationship				
11.0 Relation	Function	06.0 Related Entity	Relationship				
11.0 Relation	Record	06.0 Related Entity	Relationship	M042 Relation		Relation	
11.1 Related entity identifier	Agent	06.1 Assigned Entity ID	Relationship				

SARKMS		NAA		VERS		AGLS	
Element	Entity	Element	Entity	Element	Element		
11.1 Related entity identifier	Function	06.1 Assigned Entity ID	Relationship				
11.1 Related entity identifier	Record	06.1 Assigned Entity ID	Relationship	M043 Related Item ID M113 Transaction Linkage		Source	
11.2 Relationship type	Agent						
11.2 Relationship type	Function						
11.2 Relationship type	Record						
11.3 Relationship definition	Agent						
11.3 Relationship definition	Function						
11.3 Relationship definition	Record			M044 Relation Type M045 Relation Description M121 Document Relation		Relation / isVersionOf Relation / hasVersion Relation / isReplacedBy Relation / replaces Relation / isRequiredBy Relation / requires Relation / isPartOf Relation / hasPart Relation / isReferencedBy Relation / references Relation / isFormatOf Relation / ha	
11.4 Relationship date	Agent						
11.4 Relationship date	Function						
11.4 Relationship date	Record						
12.0 Access	Agent						
12.0 Access	Function						
12.0 Access	Record	12.0 Rights	Record	M024 Rights Management M154 Document Rights Management			
12.1 Access rights	Record	12.1 Rights Statement	Record				

SARKMS		NAA		VERS	AGLS
Element	Entity	Element	Entity	Element	Element
12.2 Rights type	Record	12.2 Rights Type	Record		
12.3 Rights status	Record	12.3 Rights Status	Record		
12.4 Security classification	Record	09.0 Security Classification	Record	M025 Security Classification	
12.5 Caveat	Function				
12.5 Caveat	Record	10.0 Security Caveat	Record	M026 Caveat	
12.6 Use conditions	Record	10.1 Caveat Text	Record	M030 Usage Condition	Rights
		10.2 Caveat Category	Record		
12.7 Access statement	Record			M029 Access Status	
12.8 Determination date	Record				
12.9 Review due date	Record				
12.10 Permissions	Agent	11.0 Permissions	Agent		
		11.1 Permission Text	Agent		
		11.2 Permission Type	Agent		
13.0 Disposal	Record	18.0 Disposal	Record	M088 Disposal	
13.1 Disposal schedule	Record	18.1 Records Authority	Record	M089 Disposal Authorisation M146 Disposal Schedule	
13.2 Disposal schedule version	Record				
13.3 Disposal schedule item number	Record	18.2 Disposal Class ID	Record		
13.4 Disposal action	Record	18.3 Disposal Action	Record	M090 Sentence	
13.5 Date sentenced	Record			M147 Disposal Date	
13.6 Date transfer due	Record	18.5 Disposal Action Due	Record	M091 Disposal Action Due	
13.7 Date destruction due	Record	18.5 Disposal Action Due	Record	M091 Disposal Action Due	
13.8 Date destruction approved	Record				
13.9 Disposal statement	Record				
13.10 Disposal authorising officer	Record			M148 Authorising Officer	
14.0 Location	Record			M083 Location	Availability

SARKMS		NAA		VERS	AGLS
Element	Entity	Element	Entity	Element	Element
14.1 Current location	Record	23.0 Location	Record	M084 Current Location	
14.2 Store location	Record			M085 Home Location Details	
14.3 Store definition	Record			M086 Home Storage Details	
14.4 Location date	Record				
15.0 Event history	Agent	07.0 Change History	Relationship		
15.0 Event history	Function	07.0 Change History	Relationship		
15.0 Event history	Record	07.0 Change History	Relationship	M066 Management History M071 Use History M076 Preservation History	
15.1 Event ID	Agent	7.3 Relationship ID	Relationship		
15.1 Event ID	Function	7.3 Relationship ID	Relationship		
15.1 Event ID	Record	7.3 Relationship ID	Relationship	M067 Management Event M072 Use M077 Action	
15.2 Event type	Agent				
15.2 Event type	Function				
15.2 Event type	Record			M069 Event Type M074 Use Type M079 Action Type	
15.3 Prior value	Agent	7.1 Property Name 7.2 Prior Value	Relationship Relationship		
15.3 Prior value	Function	7.1 Property Name 7.2 Prior Value	Relationship Relationship		
15.3 Prior value	Record	7.1 Property Name 7.2 Prior Value	Relationship Relationship	M070 Event Description M075 Use Description M080 Action Description	
15.4 Event date/time	Agent				
15.4 Event date/time	Function				

SARKMS		NAA		VERS	AGLS
Element	Entity	Element	Entity	Element	Element
15.4 Event date/time	Record			M068 Event Date/Time M073 Use Date/Time M078 Action Date/Time M144 Date/Time Closed	
15.5 Action officer	Agent				
15.5 Action officer	Function				
15.5 Action officer	Record				
16.0 Precedence	Record	25.0 Precedence	Record		
16.1 Date/time action due by	Record				
16.2 Date action completed	Record				
16.3 Action officer	Record				
16.4 Acton delegator	Record				
16.5 Action required	Record			M108 Action required	
17.0 Contact	Agent	13.0 Contact	Agent		
17.1 Contact location	Agent	13.1 Contact Details 13.2 Contact Type	Agent Agent	M021 Contact Details M022 Email	
18.0 Mandate	Function	16.0 Coverage	Mandate	M093 Mandate	Mandate
18.1 Mandate type	Function	05.0 Description	Mandate	M094 Mandate Type	
18.2 Mandate name	Function	03.0 Name 03.1 Name words	Mandate Mandate	M096 Mandate Name	Mandate / act Mandate / regulation Mandate / case
18.3 Mandate identifier	Function	02.1 Identifier String	Mandate	M097 Mandate Reference	
18.4 Mandate description	Function				
18.5 Mandate date	Function	04.0 Date Range 04.1 Start Date 04.2 End Date	Mandate Mandate Mandate		
18.6 Mandate jurisdiction	Function	08.0 Jurisdiction 08.0 Jurisdiction	Business Mandate		Audience

SARKMS		NAA		VERS		AGLS	
Element	Entity	Element	Entity	Element	Element		
		16.3 Spatial Coverage	Mandate				
18.7 Mandate domain	Function						
18.8 Mandate audience	Function						
							Type / category
							Type / serviceType
				M001 VERS Encapsulated Object			
				M002 VEO Format Description			
				M003 Version			
				M004 Signed Object			
				M005 Object Metadata			
				M006 Object Type			
				M007 Object Type Description			
				M008 Object Creation Date			
				M009 Object Content			
				M010 Record			
				M011 Record Metadata			
				M012 Agent			
				M027 Codeword			
				M028 Releasability Indicator			
				M031 Encryption Details			
		0.0 Entity Type	Mandate				
		0.0 Entity Type	Relationship				
		01.0 Category	Mandate				
		01.0 Category	Relationship				
		02.0 Identifier	Mandate				

SARKMS		NAA		VERS	AGLS
Element	Entity	Element	Entity	Element	Element
		02.0 Identifier	Relationship		
		02.1 Identifier String	Relationship		
		02.2 Identifier Scheme	Mandate		
		02.2 Identifier Scheme	Relationship		
		03.0 Name	Relationship		
		03.1 Name Words	Relationship		
				M033 Scheme Type	
		03.2 Name Scheme	Agent		
		03.2 Name Scheme	Business		
		03.2 Name Scheme	Record	M034 Scheme Name	
		03.2 Name Scheme	Mandate		
		03.2 Name Scheme	Relationship		
		04.0 Date Range	Relationship		
		04.1 Start Date	Relationship		
		04.2 End Date	Relationship		
		05.0 Description	Relationship		
		06.2 Assigned Entity ID Scheme	Relationship		
		06.3 Relationship Role	Relationship		
		09.0 Security Classification	Mandate		
		09.0 Security Classification	Business		
		10.0 Security Caveat	Mandate		
		10.1 Caveat Text	Mandate		
		10.2 Caveat Category	Mandate		
		11.0 Permissions	Business		
		11.1 Permission Text	Business		

SARKMS		NAA		VERS		AGLS	
Element	Entity	Element	Entity	Element	Element		
		11.2 Permission Type	Business				
		15.0 Language	Agent				
		17.2 Keyword ID	Record				
		17.4 Keyword Scheme Type	Record				
		18.4 Disposal Trigger Date	Record				
		19.5 Format Registry	Record				
				M038 Keyword Level			
				M056 Date/Time Transacted			
				M081 Next Action			
				M082 Next Action Due			
				M095 Refers To			
				M098 Requirement			
				M109 Originators Copy			
		22.0 Integrity Check	Record				
		22.1 Hash Function Name	Record				
		22.2 Message Digest	Record				
				M115 Document Metadata			
				M126 Encoding			
				M127 Encoding Metadata			
				M128 File Encoding			
				M129 Source File Identifier			
				M130 File Rendering			
				M131 Rendering Text			
				M132 Rendering Keywords			
				M133 Document Data			

SARKMS		NAA		VERS	AGLS
Element	Entity	Element	Entity	Element	Element
				M134 Signature Block	
				M135 Signature Format Description	
				M136 Signature Date	
				M137 Signer	
				M138 Signature	
				M139 Certificate Block	
				M140 Certificate	
				M141 Certificate Reference	
				M143 File Metadata	
				M145 File Disposal	
				M149 Signature Algorithm	
				M150 Signature Algorithm Identifier	
				M151 Signature Algorithm Parameters	
				M152 Lock Signature Block	
				M156 Modified VEO	
				M157 Date/Time Modified	
				M158 Revised VEO	
				M159 Original VEO	