ISO RM standards

Hans Hofman

DLM Forum

Budapest, 6 October 2005

nationaal **archief**

Overview

- ISO context: TC46/SC11
- ISO 23081 metadata standard
- Other related work on metadata
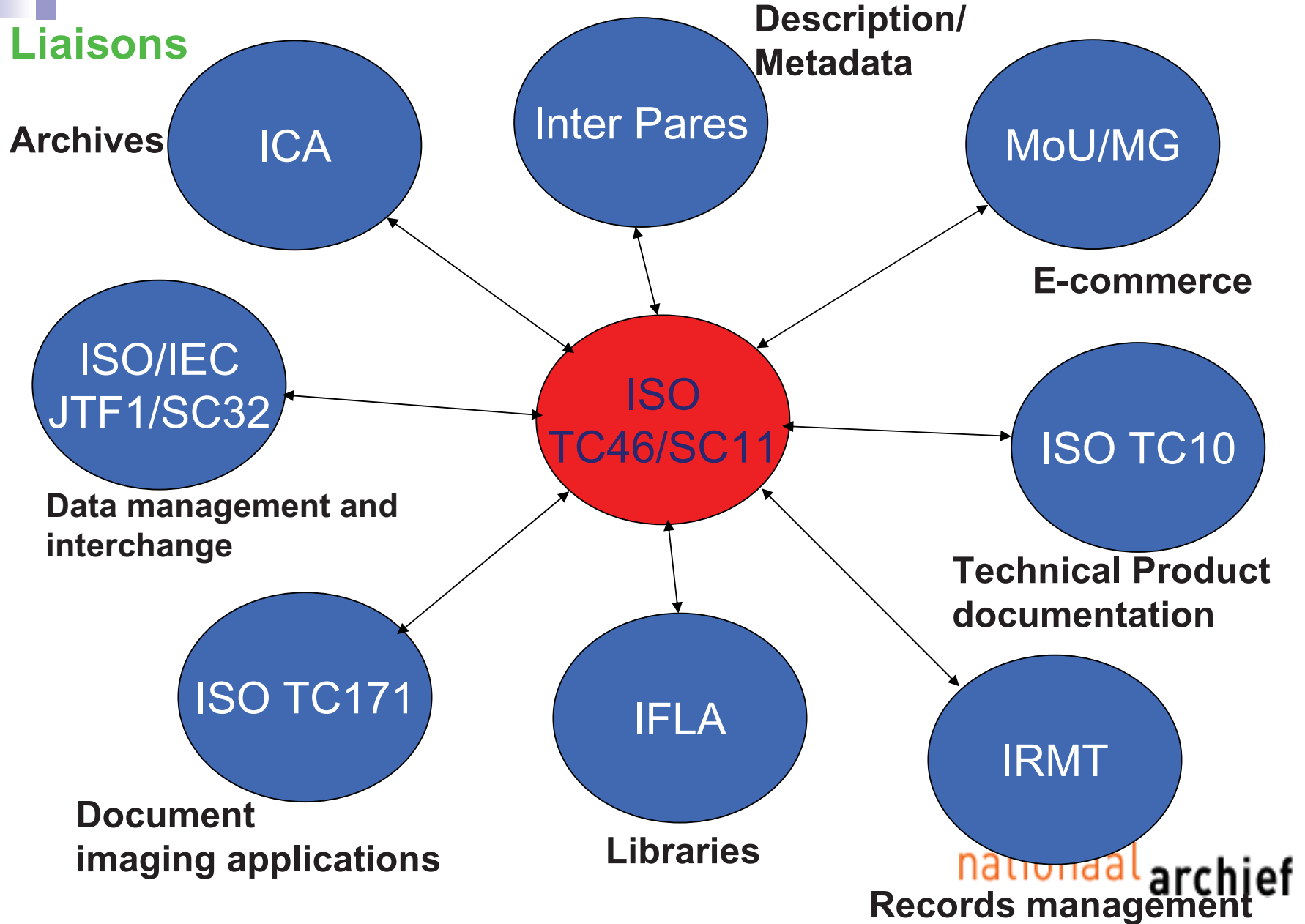- Revision ISO 15489 records management

nationaal archief

ISO context

- Technical Committee (TC) 46 Information and documentation, Subcommittee (SC) 11 records and archives management
- Started in 1997
- 25 countries (members) + 10-15 observing countries
- 7 working groups
- Published:
  - ☐ ISO DIS 15489:2001
  - ☐ ISO TS 23081-1: 2004; DIS in 2005
  - ☐ ISO FDIS 22310: (2005?)

nationaal **archief**

Description/Metadata

Archives

ICA

Inter Pares

MoU/MG

E-commerce

ISO/IEC JTF1/SC32

ISO TC46/SC11

ISO TC10

Data management and interchange

Technical Product documentation

ISO TC171

IFLA

IRMT

Document imaging applications

Libraries

Records management

nationaal archief

TC46/SC11: Working Groups

- ***01: Metadata for records***
- 02: RM relationships (suspended)
- 03: Access rules
- 04: Self-assessment/ compliance guide (suspended)
- ***05: Review ISO 15489***
- 06: Work process analysis
- 07: Long term preservation of digital records

nationaal archief

ISO 23081: Metadata for records

- Further extension of ISO 15489 records management standard

- Scope: to help people understand metadata from a records management perspective

- At the moment: not to develop a new metadata set

- First technical specification, now a standard
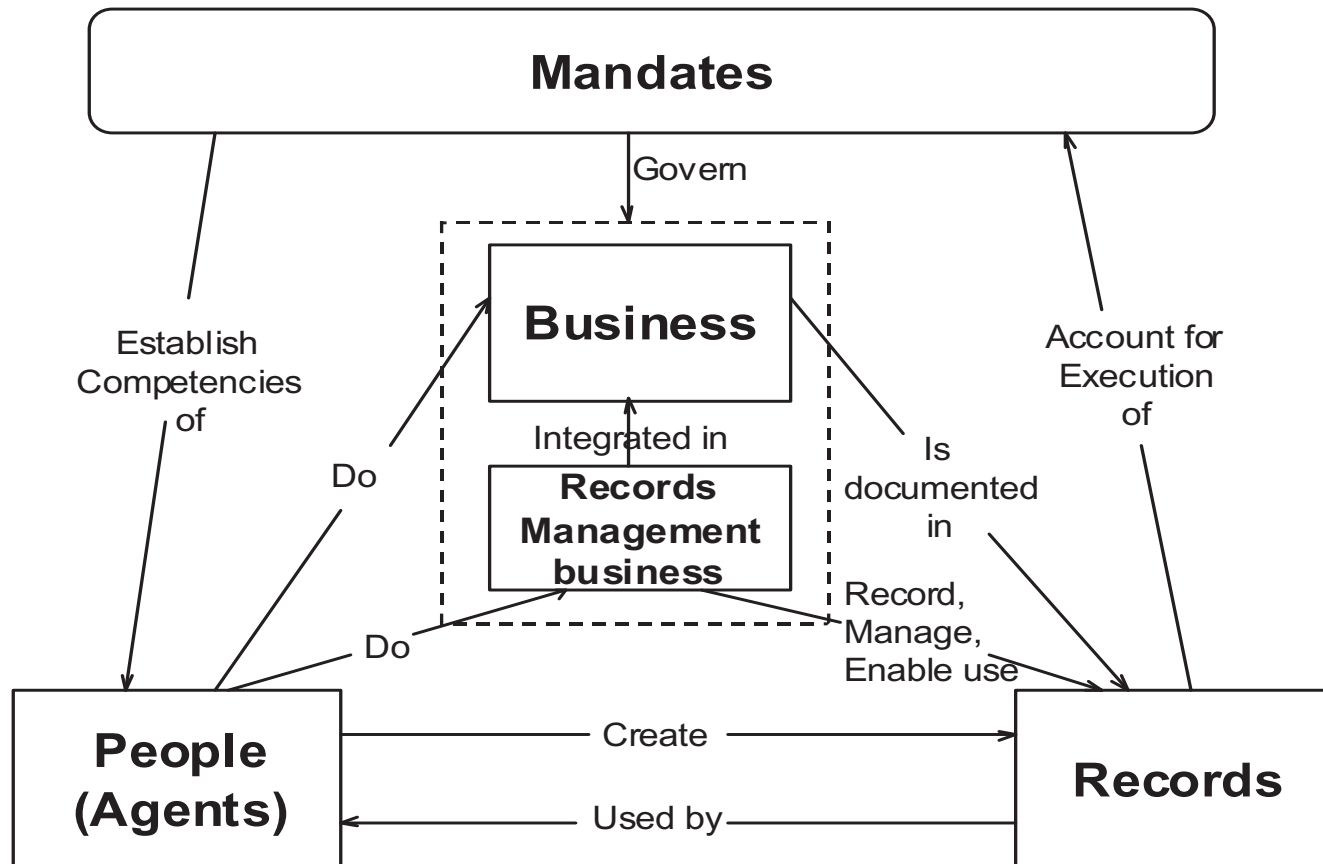
nationaal archief

ISO 23081 Part 1, Principles

- Purpose and definition of RM metadata
- Roles and responsibilities
- Relationship to other metadata domains
- Management of metadata
- Types of metadata required for ISO 15489

nationaal **archief**

RM metadata: definition

- *"In a records management context, metadata are data **describing the context, content and structure of records and their management through time** (ISO 15489-1, Clause 3.12).*

- *As such metadata are **structured or semi-structured information** that enables the creation, registration, classification, access, preservation and disposition of records through time and within and across domains."*

nationaal **archief**

Mandates

Govern

Business

Establish
Competencies
of

Do

Integrated in

Records Management business

Do

Is
documented
in

Account for
Execution
of

Record,
Manage,
Enable use

People (Agents)

Create

Used by

Records

nationaal archief

Part 2, Implementation issues

- **The business perspective / context**
- **Policy issues and responsibilities**
- **Developing metadata framework**
  - □ conceptual issues
  - □ design and construction
- **Implementation issues**
  - □ system design issues
  - □ metadata management
- **Scenarios (different contexts)**
- **Checklist(s) for implementation**

nationaal **archief**

ISO 23081 Part 3

- Assessment of existing metadata sets against ISO 15489 / ISO 23081-1

- Based upon InterPares work
    - □ metadata schema registry

- Includes recordkeeping and archival metadata sets and schemas, such as Dublin Core, ISAD/G, EAD, ISAAR, RKMS (Australia, Canada, UK, …)

- How do they accommodate the standard: strengths and weaknesses?

nationaal **archief**

InterPARES 2 Metadata Registry

- **Description of metadata sets/schemas**
- **Analysis based upon**
  - criteria from InterPARES 1
  - ISO/ DIS 23081 – 1
- **Need to standardize the way metadata schemas are documented**
- **Basis for providing services**
  - automated translation/ conversion between metadata schemas
- **Public version available soon**

Hans Hofman, DLM-Forum, 6 October 2005

nationaal **archief**

Result

- The collaborative work of IP and SC11 will
  - provide guidance to organizations for developing their own RK metadata sets
  - enable better understanding of different sets
  - enable cross-walks, and
  - promote interoperability
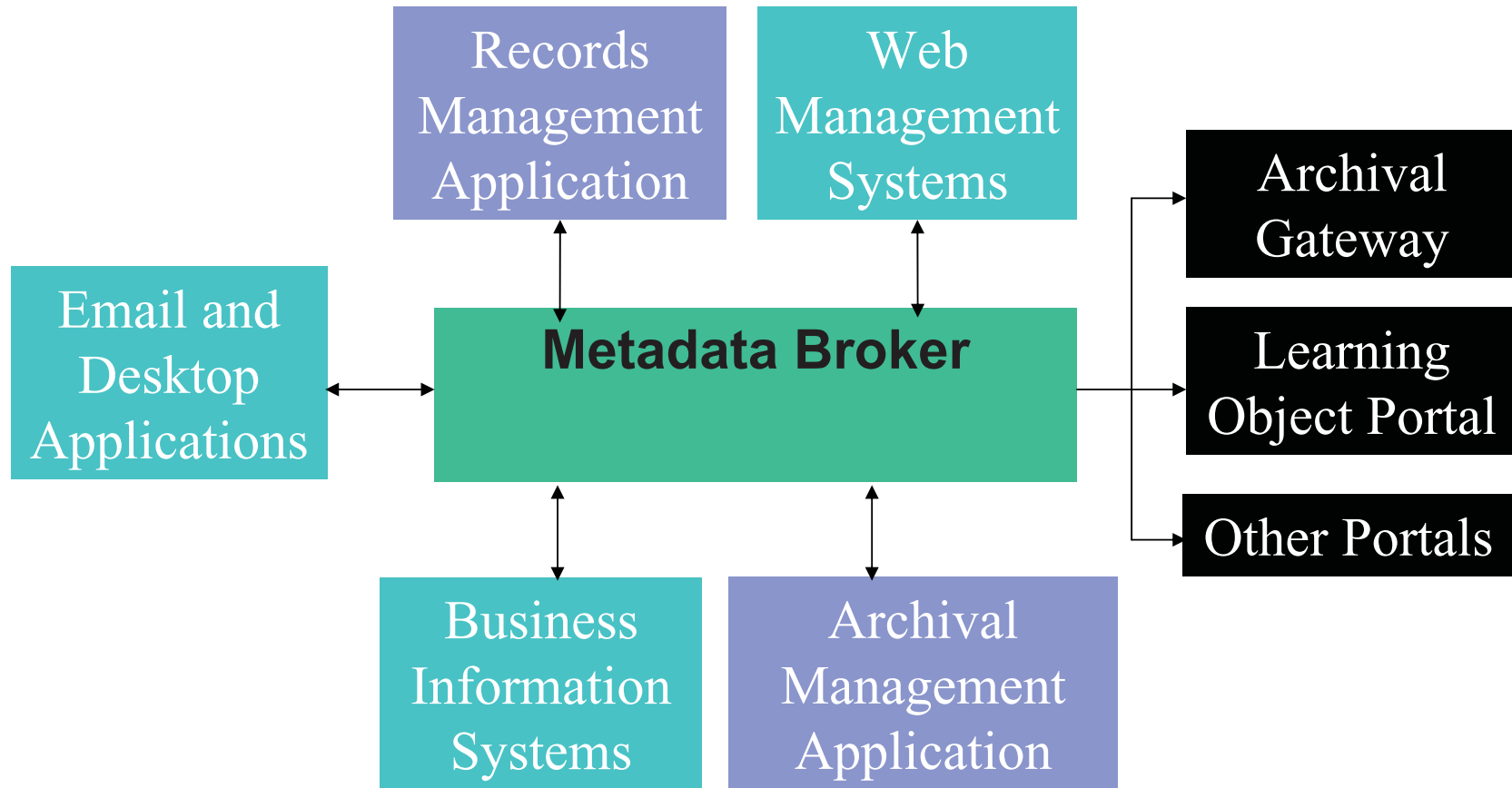
nationaal **archief**

Issues

- Copyright of contents of database (done by different partners)

- Sustainability of metadata registry (for reference and validation)

- How to achieve interoperability within, i.e. recordkeeping and archives, and outside the domain, e.g. e-business?

nationaal **archief**

Other developments

- Clever Recordkeeping Metadata Project in Australia (Monash, NAA, SRANSW, ASA, together with UCLA)
  - ☐ Create once, use many times
  - ☐ Objective: to develop tools for automatic capture and clever re-use of metadata for record keeping
  - ☐ Metadata broker concept
- San Diego Supercomputer Centre meta-tool initiatives
  - ☐ Automated metadata extraction
- TC10 (technical documentation), TC171 (scanned images, document management), e-commerce, ISO/IEC JTC1/SC32

nationaal archief

CRKM Metadata Broker v-n

Records Management Application

Web Management Systems

Email and Desktop Applications

Metadata Broker

Archival Gateway

Learning Object Portal

Other Portals

Business Information Systems

Archival Management Application

Hans Hofman, DLM-Forum, 6 October 2005

nationaal archief

Review of ISO 15489

- Started in 2004 with questionnaire (worldwide)

- About 420 responses
  - Used to scope review

- Includes technical report (ISO 15489-2)

nationaal **archief**

Review

- To clarify some parts and to make it more concise
    - Easier to use and understand
    - Work done in conjunction with revising part 2 (technical report)
- To be published by the end of 2006 or beginning of 2007

nationaal **archief**

Review: principles

- Broader audience, more focus on senior / executive management

- RM should be seen as intrinsic to doing business

  - totally integrated with business

- Scaleable depending on the business or organisation

- Certification ?

nationaal **archief**

Review of ISO 15489 Part 2: practical guidance

- Audience: records professionals
- Discussion
  - How to structure?
  - Role of DIRKS
  - Level of detail?
- To be published: 2008 (target date)

nationaal archief

Summary

- **Standardisation**
  - ☐ International consensus
  - ☐ Broad audience, not only RM professionals, but also senior management !
  - ☐ It helps to raise the profile of records management
  - ☐ Providing guidance to the communities involved
- **Need to collaborate, within and between domains, on metadata issues, because of**
  - ☐ complexity,
  - ☐ to achieve interoperability, and
  - ☐ to get support
- **It sets also the stage for archives / archival institutions**

nationaal **archief**