Metadata – Core Content Standard

Data and Content Management Division, Enterprise Content Management

Version: 2.1

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https://imtpolicy.sp.alberta.ca

Standard Statement

This standard enables a consistent approach for the application of descriptive metadata to all content (i.e., records, data, and information) in the custody and/or under the control of the Government of Alberta (GoA).

Authority

This standard is issued under the authority of the *Government Organization Act* and the Records Management Regulation.

Under the Records Management Regulation, Technology and Innovation has the authority to establish, maintain, and promote the enterprise policies, standards, and procedures for the creation, handling, control, organization, retention, maintenance, security, preservation, disposition, alienation, and destruction of records in the custody and/or under the control of a Government of Alberta department or departments.

Application

This standard applies to all departments defined under section 14 of Schedule 11 of the *Government Organization Act* and agencies, boards, and commissions as defined in schedule 1 of the Freedom of Information and Protection of Privacy Regulation.

Agencies, boards, and commissions that are not contained within schedule 1 of the Freedom of Information and Protection of Privacy Regulation are encouraged to align with this standard.

Standard Description

This standard describes:
- five mandatory descriptive metadata elements that must be applied to all content in the custody and/or under the control of the GoA; and
- 10 additional descriptive metadata elements that may be applied to content in certain contexts.

This standard is not intended for the application of other types of metadata (e.g., technical metadata).

Standard Specification

Descriptive metadata elements provide context and meaning to assist with use, access, and interpretation of content, and support interoperability and extensibility.

Considerations:
- Where differences exist in metadata terms and definitions between supporting documentation and other Metadata Application Profiles (MAPs) in use, this standard shall prevail.
- Business areas may require additional metadata elements not captured in this standard.

> For more information refer to the Core Content Standard Metadata Application Profile (CORMAP).

Obligation Values:

Obligation Level	Explanation
M - Mandatory	The element **must** be provided.
MA - Mandatory if applicable	The element **must** be provided, if appropriate for the business context and/or the resources.
R - Recommended	The element **should** be provided, if appropriate for the business context and/or the resources.
O - Optional	The element **may** be provided to add metadata of value based on business requirements.

Metadata Elements Summary

Element	Obligation	Definition
Alternative Title	MA	An alternative name used as a substitute or additional access point for content.
Creator	M	The business entity and/or individual(s) responsible for creating or compiling the content.
Date Created	M	The date, or date and time, the content was created or compiled.
Date Modified	M	The date, or date and time, the content was changed.
Description	MA	A concise narrative of the content that includes its purpose and function.
Extent	O	The size and/or duration of the content.
Format	MA	The particular file format or encoding method used in the archiving and/or distribution of the content.
Identifier	MA	A unique number, code, or reference value assigned to the content.
Language	MA	The language(s) of the content.
Medium	MA	The physical material used to store and/or retrieve the content.
Security Classification	M	A designation that identifies the minimum level of protection required for the management of the content in alignment with the Data and Information Security Classification Standard.
Subject	R	A controlled term that describes the general topic expressed by the content.
Title	M	The full and formal name given to the content.
Type	R	The class of content as distinguished by common essential characteristics.
Usage Considerations	MA	Description of factors that support the effective interpretation and use of the content.

Definitions

See the Core Content Standard Metadata Application Profile (CORMAP) for definitions.

Compliance

Consequences of non-compliance with this standard could result in: the loss of content; breach of confidentiality; breach of privileged information; significant impact to GoA's proprietary rights; damage to GoA's reputation; exposure of Albertans to harm; and/or incurrence of unnecessary costs (including, but not limited to, inability to respond appropriately to a claim in court).

Depending on the severity of non-compliance:
- either informal or formal requests and/or follow-ups may be made by the Data and Content Management Division, Corporate Internal Audit Services, Cybersecurity Services, Office of the Information and Privacy Commissioner, Office of the Auditor General and/or Public Service Commission; and
- legislated disciplinary action (i.e., *Public Service Act*) may be taken.

References and Supporting Resources
- [Core Content Standard Metadata Application Profile (CORMAP)](#)
- [Open Government Metadata Application Profile Standard](#)