

Metadata – Core Content Standard

FOIP and Information Management, Enterprise Information Management

Version: 2.0

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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.

Authority

- [Government Organization Act](#)
- [Records Management Regulation](#)

Scope

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.

Departments requiring an exception must follow the Enterprise Information Management exception process. Please contact [Enterprise Information Management](#) to discuss the exceptions process.

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 government; 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 supports 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. For information refer to the [Core Content Standard Metadata Application Profile \(CORMAP\)](#).
- Business areas may require additional metadata elements not captured in this standard.

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 information, damage to Government of Alberta's reputation, exposure of Albertans to harm and/or incurrence of unnecessary costs.

- Depending on the severity of non-compliance, either informal or formal requests and/or follow-ups may be made by Enterprise Information Management, Corporate Internal Audit Services, Corporate Information Security Office, Office of the Information Privacy Commissioner, and/or Public Service Commission.
- Legislated disciplinary action (i.e., *Public Service Act*) may be taken depending on the severity of non-compliance.

References and Supporting Resources

- [Core Content Standard Metadata Application Profile \(CORMAP\)](#)

Change Log

Date	Version	Summary of changes made
March 2016	1.0	
June 2020	2.0	<ul style="list-style-type: none">• Aligned template with new IMT Policy Template.• Definitions were moved to CORMAP to ensure consistency.• The Metadata Element Summary was moved from CORMAP to the standard for clarity.• Edited vocabulary (e.g., changed electronic information resource to content) in order to align with other EIM policy instruments.