

FACT SHEET 6 Metadata



Metadata is information that helps people find, understand, authenticate, trust, use and manage information. Providing metadata at the point of transfer will ensure that records remain findable, understandable, authenticated and trustworthy.

This fact sheet outlines our requirements for metadata for digital transfers.

What metadata is required for transfer?

Element	Description	Examples
Identifier	A unique value that identifies a record Can be system generated (e.g. EDRMS container and document numbers) or imposed (e.g. [1], [2], [3] etc)	• File/container number • Document number • Report number
Title	A name given to the record	• Title of file/container • Title of document
Creator	An entity primarily responsible for making the record	• Person who created the record • Owner of a system • Creating agency
Creation date	Date of creation of the record	• Start and end date for file/container • Date record created
Format	File format	• PDF, JPEG, CAD file

What other metadata can be provided?

If you are able to supply more metadata than the minimum required for transfer it can be provided and accepted.

How do I supply metadata?

If the system in which the records are stored can export metadata we strongly encourage you to make use of this functionality. In this case, export all the metadata fields available in the system and then send to your assigned Agency Services contact or to transfer@records.nsw.gov.au for feedback. We will work with you to decide which fields provide valuable context and assist with discovery.

If you are unable to provide a metadata export, please contact your assigned Agency Services contact or email transfer@records.nsw.gov.au and we will provide a template for completion.