

<b>Title:</b>	<b>2.3 Metadata Policy</b>
<b>Previous No:</b>	
<b>File No:</b>	
<b>Statutory Environment:</b>	<b><i>State Records Act 2000</i></b>
<b>Minute No:</b>	
<b>Last Updated:</b>	<b>September 2015</b>
<b>Review Date:</b>	<b>September 2019</b>

**Objective:**

Metadata are data about data and describe who, what, where, when and why records about a business activity or transaction were created. The Shire of Goomalling is responsible for ensuring that all metadata elements associated with its recordkeeping system are captured, stored and made accessible over time.

**Policy:**

Recordkeeping metadata ensure that records can be effectively retrieved over time and across platforms and systems as they are changed. Metadata are represented by the fields used to capture information about the record. Examples of information about records which must be captured are as followed:

- How the record was created, i.e. the application;
- The creator of the record;
- The date and time of the record creation or receipt;
- The relationship one record has with another, if any;
- The provenance of the record, that is the organisational context in which it was created;
- The level of security access held by each user of the recordkeeping system;
- The title of the record; and
- The changes made to a record:
  - For electronic records, who made the change and the nature of the change;
  - For hard copy records and files, movements from location or person to another location should be tracked.