



National Archives of Canada and  
National Library of Canada

Archives nationales du Canada et  
Bibliothèque nationale du Canada

Canada

# Records Management Metadata Requirements for the Government of Canada

**Catherine Zongora**

**Government Information Management Division**



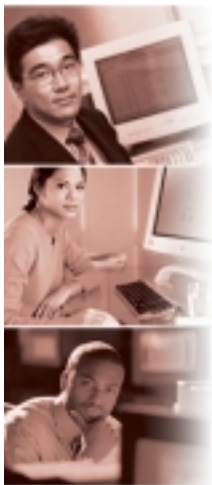
*INFORMATION MATTERS.  
L'INFORMATION, ÇA COMPTE.*





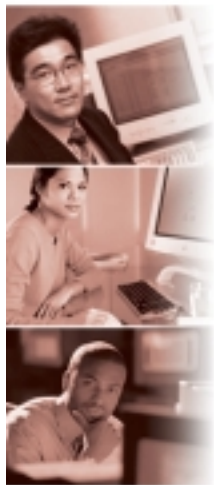
**Produced by the  
Records/Document/Information Management  
(RDIMS) Working Group on Work Processes  
and Practices (WPPWG)  
and endorsed by the Information Management  
Forum sub-group on Metadata in January 2001**





1. DEPARTMENTAL IDENTIFIER
2. ORGANIZATION
3. DOCUMENT NUMBER
4. AUTHOR





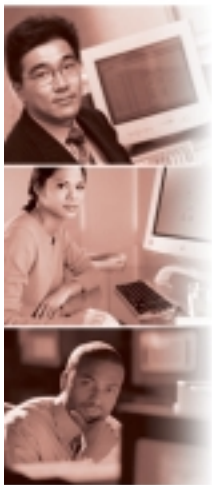
5. TRUSTEE

6. SIGNED BY

7. DESIGNATED RECIPIENT

8. TITLE





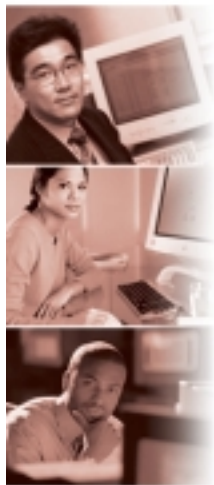
9. DESCRIPTION

10. SUBJECT NAME

11. SUBJECT CODE

12. LANGUAGE





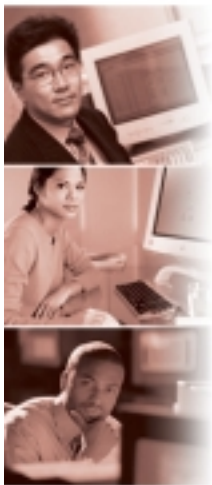
13. DATE

14. ESSENTIAL STATUS

15. ACCESS RIGHTS

16. SECURITY





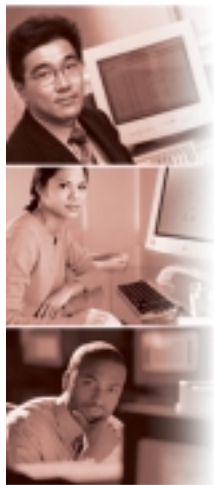
17. TYPE

18. FORMAT

19. LOCATION

20. FINAL





21. HISTORY

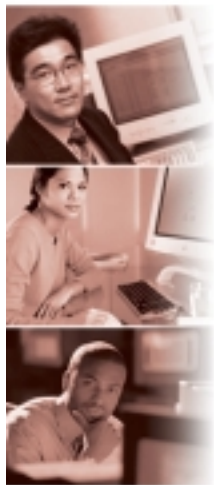
22. PRESERVATION AND MIGRATION  
HISTORY

23. RETENTION PERIOD

24. RETENTION TRIGGER





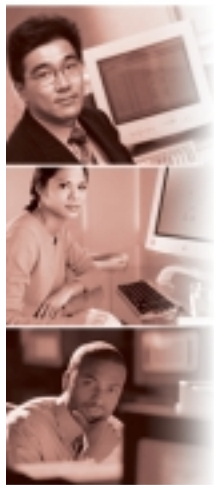


25. DISPOSITION ACTION

26. DISPOSITON DATE

APPENDIX A - METADATA CONCORDANCE  
TABLE





[www.imforumgi.gc.ca](http://www.imforumgi.gc.ca)

[www.tbs-sct.gc.ca](http://www.tbs-sct.gc.ca)

[www.archives.ca](http://www.archives.ca)

[czongora@archives.ca](mailto:czongora@archives.ca)

