

Interpreting the Metadata Standard: Recommended values, form and conter

Number	Element / Sub-element	e-GMS 2.0	e-GMS 3.0	Aggregation	Obligation	Repeatability no. of possible values	Source	Database Field Data Type	Recommended Format	Example	Default Value	Inappropriate Value	Recommended Population Method	Alternative Population Method	Inappropriate Population Method	Comment
1	Identifier															
	1.1 System ID	Yes	Yes	Class Folder Part Record	Mandatory	1 only	System	serial	auto incrementing unique string	qA225 220 1A1A1A3A	No Default Value	-	ERMS Controlled	-	-	The type of character string will vary, but it must always be able to auto increment and must be unique .
	1.2 Fileplan ID	Yes	Yes	Class Folder Part Record	Mandatory Optional	1 only	System	varchar varchar varchar varchar	variable-length character string variable-length character string variable-length character string variable-length character string	0001 00010002 0001000201 000100020101	No Default Value	-	ERMS Controlled	-	Freetext	In order to remain unique each object should retain the Fileplan Id of the parent objects further up the hierarchy.
	1.3 Case ID	No	Yes	Class Folder Part Record	Optional	0 or 1	User	varchar	variable-length character string	TDC1234	No Default Value	-	Case Management System Controlled	-	Freetext	The allocation of Case ID is expected to be managed by an integrated case management system but the process will not be an automated as not every fileplan object will require a Case ID.
2	Title															
		Yes	Yes	Class Folder Part Record	Mandatory N/A Mandatory	1 only N/A 1 only	User N/A User	varchar N/A varchar	variable-length character string N/A variable-length character string	Trademarks Protection Available N/A Cross Border Protection	No Default Value	-	ERMS Controlled - must be editable	Freetext	-	Must be able to apply a patterned naming convention. The Standard did not include, but it is expected that a part would have a title. By default part title will be patterned (e.g. pat 1, part 2 etc).
3	Subject															
		Yes	Yes	Class Folder Part Record	Optional	0, 1 or many	User	varchar varchar varchar varchar	variable-length character string variable-length character string variable-length character string variable-length character string	FOI Enquiries Completed FOI Responses Completed FOI Responses FOI Enquiry	No Default Value Inherited from folder No Default Value	-	Pick list, Validated Freetext	Freetext	-	The ability to support capture of this field is designated mandatory by functional requirements A.1.36M & A.2.33M. Whilst not likely to be allocated at part level, in normal operations a part will inherit this value from the parent folder.
4	Description															
		Yes	Yes	Class Folder Part Record	Optional	0, 1 or many	User	varchar varchar varchar varchar	variable-length character string variable-length character string variable-length character string variable-length character string	Issues relating to FOI enquiries Evidence Disclosed Evidence Disclosed Request for information on cross border protection of trademarks	No Default Value Inherited from folder No Default Value	-	Freetext	-	-	Whilst not likely to be allocated at part level, in normal operations a part will inherit this value from the parent folder.
5	Creator															
		Yes	Yes	Class Folder Part Record	N/A Mandatory	N/A 1 or many	N/A System	N/A varchar	N/A variable-length character string	N/A John Smith	N/A No Default Value	N/A -	N/A ERMS Controlled	N/A -	N/A -	N/A Name of person who initially created the document prior to declaration. Ideally this should be captured from the properties of the native publishing application used.
6	Date															
	6.1 Created	Yes	Yes	Class Folder Part Record	N/A Mandatory	N/A 1 only	N/A System	N/A Date Time Type Date Type	N/A Day/Month/YearThh:mm:ss Day/Month/Year	N/A 19/04/2006 10:00:00 19/04/2006	N/A No Default Value	N/A -	N/A ERMS Controlled	N/A -	N/A -	Date.Created is applied to an individual record automatically from an authoring application (e.g. email client, word processing application). Not the date the record is entered into the ERMS. DateTime is an example of a data type that may be used by an ERMS for the field. The value given in the "Example" column for the "Date.Created" field indicates how this kind of data might be presented in a user-friendly manner via the ERMS interface. On export, the value would be provided in the format: "YYYY/MM/DDThh:mm:ss".
	6.2 Acquired	Yes	Yes	Class Folder Part Record	N/A Mandatory	N/A 0 or 1	N/A System	N/A Date Time Type Date Type	N/A Day/Month/YearThh:mm:ss Day/Month/Year	N/A 19/04/2006 10:00:00 19/04/2006	N/A No Default Value	N/A -	N/A ERMS Controlled	N/A -	N/A -	This is intended for use with e-mail records and, depending on the ERMS, associated attachments. DateTime is an example of a data type that may be used by an ERMS for the field. The value given in the "Example" column for the "Date.Acquired" field indicates how this kind of data might be presented in a user-friendly manner via the ERMS interface. On export, the value would be provided in the format: "YYYY/MM/DDThh:mm:ss".
	6.3 Declared	Yes	Yes	Class Folder Part Record	N/A Mandatory	N/A 1 only	N/A System	N/A Date Time Type Date Type	N/A Day/Month/YearThh:mm:ss Day/Month/Year	N/A 19/04/2006 10:00:00 19/04/2006	N/A No Default Value	N/A -	N/A ERMS Controlled	N/A -	N/A -	DateTime is an example of a data type that may be used by an ERMS for the field. The value given in the "Example" column for the "Date.Declared" field indicates how this kind of data might be presented in a user-friendly manner via the ERMS interface. On export, the value would be provided in the format: "YYYY-MM-DDThh:mm:ss".

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6.4	Opened	Yes	Yes	Class	Mandatory	1 only	System	Date Time Type	Day/Month/YearThh:mm:ss	19/04/2006 10:00:00	No Default Value	-	ERMS Controlled	-	-	As the first part of a folder must be opened at the same time as the folder, it will have the same open date. Subsequent parts must have their own open date. Date Time is an example of a data type that may be used by an ERMS for the field. The value given in the "Example" column for the "Date Opened" field indicates how this kind of data might be presented in a user-friendly manner via the ERMS interface. On export, the value would be provided in the format: "YYYY/MM/DDThh:mm:ss".
				Folder				Date Type	Day/Month/Year	19/04/2006						
				Part												
				Record				N/A	N/A	N/A						
6.5	Closed	Yes	Yes	Class	Optional	0 or 1	System	Date Time	Day/Month/YearThh:mm:ss	19/04/2006 10:00:00	No Default Value	-	ERMS Controlled	-	-	Where a folder only has one part it is expected that closure of the folder will also close the part, and so the date close for both objects will be the same. Date Time is an example of a data type that may be used by an ERMS for the field. The value given in the "Example" column for the "Date Closed" field indicates how this kind of data might be presented in a user-friendly manner via the ERMS interface. On export, the value would be provided in the format: "YYYY/MM/DDThh:mm:ss".
				Folder	Mandatory			Date	Day/Month/Year	19/04/2006						
				Part												
				Record	N/A			N/A	N/A	N/A						
6.6	Cut off	Yes	Yes	Class	N/A	0 or 1	User	Date Time Type	Day/Month/YearThh:mm:ss	19/04/2006 10:00:00	No Default Value	-	Pick List	Calendar	-	No Comment
				Folder				Date Type	Day/Month/Year	19/04/2006						
				Part	Optional											
				Record	N/A			N/A	N/A	N/A						
7	7.1 Addressee	Yes	Yes	Class	Mandatory	0, 1 or many	System	vchar	variable-length character string	john.smith@thenationalarchives.gov.uk John Smith	No Default Value	-	ERMS Controlled (Captured from e-mail properties)	-	-	Requires both the Intelligent and the full address, where available.
				Folder												
				Part												
				Record												
7.1	Copy	No	Yes	Class	N/A	0, 1 or many	System	vchar	variable-length character string	john.smith@thenationalarchives.gov.uk John Smith	No Default Value	-	ERMS Controlled (Captured from e-mail properties)	-	-	Requires both the Intelligent and the full address, where available.
				Folder												
				Part												
				Record												
8	8.1 Type	No	No	Class	Optional	0 or 1	User	vchar	variable-length character string	Correspondence	No Default Value	More than one class type	Pick List	-	Freetext	This is not part of either e-GMS, but is included as it maybe used and must be anticipated.
				Folder	N/A											
				Part												
				Record												
8.1	Folder Type	No	No	Class	N/A	0 or 1	User	vchar	variable-length character string	Correspondence	No Default Value	More than one folder type	Pick List	-	Freetext	This is not part of either e-GMS, but is included as it maybe used and must be anticipated.
				Folder	Optional											
				Part												
				Record												
8.1	Part Type	No	No	Class	N/A	0 or 1	User	vchar	variable-length character string	Correspondence	No Default Value	More than one part type	Pick List	-	Freetext	This is not part of either e-GMS, but is included as it may be used and must be anticipated.
				Folder												
				Part	Optional											
				Record												
8.1	Record_type	Yes	Yes	Class	N/A	0 or 1	User	vchar	variable-length character string	Contract	"Default"	Agenda & Contract	Pick List	-	Freetext	Under normal operation a value is always expected for this field, even if it is the "default" record type.
				Folder												
				Part	Mandatory Where Applicable											
				Record												
9	9.1 Relation	Yes	Yes	Class	N/A	0, 1 or many	System	vchar	variable-length character string	Citizen Protection \ Approved Alarm Systems \ Manufacturers approved in Europe	No Default Value	-	ERMS Controlled	-	-	Name of other instances of record. Copy and Pointer must be two separate fields. A link must be provided between a record and any pointers or controlled copies.
				Folder												
				Part												
				Record	Mandatory if Present											
9.2	Child Object	Yes	Yes	Class	Mandatory	0, 1 or many	System	vchar	variable-length character string	Approved Alarm Schemes	No Default Value	-	ERMS Controlled	-	-	Whilst mandatory, it should be noted that a Class may not have a child object. While other fileplan objects may or may not have child objects, folders are always expected to have at least one segmented part. Whilst a mandatory field, it should be noted that a part may never have any records (child objects) A marker for a physical record will not have any child objects.
				Folder	Mandatory											
				Part	Mandatory											
				Record	Mandatory											
9.3	Parent object	Yes	Yes	Class	Mandatory	1 only	System	vchar	variable-length character string	Root Class	No Default Value	Any folder	ERMS Controlled	-	-	Class that class is in. The exception to this is Root Class which will not have a parent class, and is the only class allowed not to have a parent. Class that folder is in. Folder that part is in. Part that record is in.
				Folder	Mandatory											
				Part	Mandatory											
				Record	Mandatory											

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9.4	Redaction / Extract	Yes	Yes	Class	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A													
	Folder																												
	Part																												
	Record			Mandatory if Present													0, 1 or many	User	varchar	variable-length character string	Root Class \ Citizen Protection \ Approved Alarm Schemes \ Part 1\Cross Border Protection (Extract)	No Default Value	-	ERMS Controlled	-	-	In general management terms, the ability to identify and retrieve extract records from the originating record is an important issue and the ERMS should be able to automatically store the appropriate relationship metadata details.		
9.5	Reason for redaction / extract	Yes	Yes	Class	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A													
	Folder																												
	Part																												
	Record			Mandatory if Present													0, 1 or many	User	varchar	variable-length character string	Released under FOI Act	No Default Value	-	ERMS Controlled	-	-	Pick List could be used to identify common reasons.		
9.6	Rendition	Yes	Yes	Class	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A													
	Folder																												
	Part																												
	Record			Mandatory if Present													0, 1 or many	System	varchar	variable-length character string	Root Class \ Citizen Protection \ Approved Alarm Schemes \ Part 1\Cross Border Protection (Rendition)	No Default Value	-	ERMS Controlled	-	-	No Comment		
9.7	"See Also" relational links	Yes	Yes	Class	Optional	Yes	User	varchar	variable-length character string	Manufacturers in Europe	No Default Value	-	ERMS Controlled	-	-	Name of other related class.													
	Folder			Optional	Yes	User	varchar	variable-length character string	Manufacturers in Europe	No Default Value	-	ERMS Controlled	-	-	Name of other related folder.														
	Part			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Whilst not allocated at part level of aggregation, in normal operations a part will inherit this value from the parent folder.													
	Record			Optional	Yes	User	varchar	variable-length character string	Approved Alarm Schemes	No Default Value	-	ERMS Controlled	-	-	Name of other related record.														
9.8	Hybrid paper folder relational links	Yes	Yes	Class	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A													
	Folder			Optional	0, 1 or many	User	varchar	variable-length character string	Handling of Evidence	No Default Value	-	ERMS Controlled	-	-	Name of physical folder to which the electronic folder is related.														
	Part			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A														
	Record			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A														
10	Aggregation	Yes	Yes	Class	Mandatory	1 only	User / System Controlled	varchar	variable-length character string	Class	No Default Value	-	ERMS Controlled	-	-	For each fileplan object the value for Aggregation must match that object's position in the hierarchy. I.e. A class' aggregation value can only be "class" and not "folder", "part", or "record".													
	Folder			Mandatory	varchar			variable-length character string	Folder																				
	Part			Mandatory	varchar			variable-length character string	Part																				
	Record			Mandatory	varchar			variable-length character string	Record																				
11	Language	Yes	Yes	Class	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A													
	Folder																												
	Part																												
	Record			Optional													0 or 1	System	varchar	variable-length character string	English UK	English	-	Pick List	Validated Freetext	-	e-GMS uses ISO 639-2/B as the standard list of recognised languages.		
12	Location	Yes	Yes	Class	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A													
12.1	Home Location			Optional													0 or 1	User	varchar	variable-length character string	Archive H - Filestore G - Shelf 123	No Default Value	Any Multiple value	Pick List	Freetext	-	No Comment		
	Folder			Optional													0 or 1	User	varchar	variable-length character string	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
12.2	Current Location																												
	Part	Optional	0 or 1		User	varchar	variable-length character string	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A														
	Record			X:\Websites\XMLteam\MH\ERMS\Schemas-v31												No Default Value	-	-	-	No Comment									
13	Rights	Yes	Yes	Class	Mandatory	1 only	User	varchar	variable-length character string	Top Secret Secret Restricted Confidential Unclassified	"Unclassified"	5 4 3 2 1	Pick List	Validated Freetext	Freetext	A null value (i.e. field is unpopulated or reads null) cannot be used to infer that the object is "Unclassified".													
13.1	Protective marking																												
	Folder																												
	Record																												
13.2	Descriptor	Yes	Yes	Class	Mandatory where Applicable	0, 1 or many	User	varchar	variable-length character string	Staff Human Resources	No Default Value	-	Pick List	Validated Freetext	Freetext	Where a system uses functional and informative descriptors, they must be managed separately in order that functional descriptors are able to be used to correctly manage security access.													
	Folder																												
	Part																												
	Record																												
13.3	Protective Marking Expiry Date	Yes	Yes	Class	Optional	0 or 1	User	varchar	Year/Month/DayT00:00:00	2006/04/19 10:00:00	No Default Value	-	Pick List	-	-	This field may contain more than one value forming a group of separated values in a text string. Irrespective of the number of values, an ERMS must consistently manage and display the correct values in the preferred date format. DateTime is an example of a data type that may be used by an ERMS for the field. The value given in the "Example" column for the "Protective Marking Expiry Date" field indicates how this kind of data might be presented in a user-friendly manner via the ERMS interface. On export, the value would be provided in the format: "YYYY/MM/DDTh:mm:ss".													
	Folder			Year/Month/Day					2006/04/19																				
	Part																												
	Record																												
13.4	Custodian	Yes	Yes	Class	Optional	0 or 1	User	varchar	variable-length character string	User A Group G User A and Group G	No Default Value	-	Pick List	-	Freetext	No Comment													
	Folder																												
	Part																												
	Record																												

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13.5	Individual User Access List	Yes	Yes	Class Folder Part Record	Optional	0, 1 or many	User	varchar	variable-length character string	User 1 User 2 User 1 and User 2	No Default Value	Group G	Pick List	-	Freetext	Sub-element should only be 1 field, but populated with more than one value; see examples. It should be considered as an "also" not "instead of" 13.6.
13.6	Group Access List	Yes	Yes	Class Folder Part Record	Optional	0, 1 or many	User	varchar	variable-length character string	Group A or Human Resources	No Default Value	User A	Pick List	-	Freetext	Sub-element should only be 1 field, but populated with more than one value; see examples. It should be considered as an "also" not "instead of" 13.6.
13.7	Previous Protective Marking	Yes	Yes	Class Folder Part Record	Optional	0, 1 or many	System	varchar	variable-length character string	Top Secret Secret Restricted Confidential Unclassified	No Default Value	-	ERMS Controlled	-	-	Sub-element should only be 1 field, but populated with more than one value. However each value must be one of the 5 standard security categories as listed in the example column.
13.8	Protective Marking Change Date	Yes	Yes	Class Folder Part Record	Optional	0, 1 or many	System	varchar or DateTime or Date	Day/Month/YearThh:mm:ss Day/Month/Year	19/04/2006 10:00:00 2006/04/19	No Default Value	-	ERMS Controlled	-	-	Basic ERMS may only provide the change dates as a single string of values. More advanced systems may be able to identify each individual value and present them separately. DateTime is an example of a data type that may be used by an ERMS for the field. The value given in the "Example" column for the "Protective Marking Change Date" field indicates how this kind of data might be presented in a user-friendly manner via the ERMS interface. On export, the value would be provided in the format: "YYYY/MM/DDThh:mm:ss".
13.9	Disclosability to DPA data subject	Yes	No	Class Folder Part Record	Mandatory	1 only	User	varchar	variable-length character string	Yes No Not Specified	Yes	-	Radio button	Pick list	Checkbox	The e-GMS only requires a value of "Yes" or "No" with the default as "Yes". However in order to encourage better records management a value of "Not yet specified" is could be used to indicate that no assessment of the object(s) has been made and prevent confusion over an objects status.
13.10	DPA data subject access exemption	Yes	No	Class Folder Part Record	Optional	0, 1 or many	User	varchar	variable-length character string	Crime & Taxation: Data Protection Act 1998, s.29 (1) (a)	No Default Value	-	Pick List	Freetext	-	The Example Provided is only an illustrative example of the type of exemption that may be applied. Depending on configuration there are many ways an ERMS may provide a pick list for this value.
13.11	DPA Sensitive personal data category	No	Yes	Class Folder Part Record	Optional	0, 1 or many	User	varchar	variable-length character string	Right of Access to Personal Data: Data Protection Act 1998, s.7 (1) (a)	No Default Value	-	Pick List	Freetext	-	The Example Provided is only an illustrative example of the type of exemption that may be applied. Depending on configuration there are many ways an ERMS may provide a pick list for this value.
13.11	EIR Disclosability Indicator	Yes	Yes	Class Folder Part Record	Mandatory	1 only	User	varchar	variable-length character string	Yes	Yes	-	Radio button	Pick list	Checkbox	The e-GMS only requires a value of "Yes" or "No" with the default as "Yes". However in order to encourage better records management a value of "Not yet specified" is could be used to indicate that no assessment of the object(s) has been made and prevent confusion over an objects status.
13.12	EIR exception	Yes	Yes	Class Folder Part Record	Optional	0, 1 or many	User	varchar	variable-length character string	Commercial in Confidence: Environmental Information Regulations 2004, Regulation 12 (5) (e)	No Default Value	-	Pick List	Freetext	-	The Example Provided is only an illustrative example of the type of exemption that may be applied. Depending on configuration there are many ways an ERMS may provide a pick list for this value.
13.13	FOI Disclosability indicator	Yes	Yes	Class Folder Part Record	Mandatory	1 only	User	varchar	variable-length character string	Yes	Yes	-	Radio button	Pick list	Checkbox	The e-GMS only requires a value of "Yes" or "No" with the default as "Yes". However in order to encourage better records management a value of "Not yet specified" is could be used to indicate that no assessment of the object(s) has been made and prevent confusion over an objects status.
13.14	FOI exemption	Yes	Yes	Class Folder Part Record	Optional	0, 1 or many	User	varchar	variable-length character string	International Relations: Freedom of Information Act 2000, s.27 (1) (a)	No Default Value	-	Pick List	Freetext	-	The Example Provided is only an illustrative example of the type of exemption that may be applied. Depending on configuration there are many ways an ERMS may provide a pick list for this value.
13.15	Date of the last FOI Disclosability review	Yes	Yes	Class Folder Part Record	Optional	0, 1 or many	User	varchar or DateTime or Date	Year/Month/Day Day/Month/Year	19/04/2006 19/04/2006 10:00	No Default Value	-	ERMS Controlled	-	-	Basic ERMS may only provide the change dates as a single string of values. More advanced systems may be able to identify each individual value and present them separately. DateTime is an example of a data type that may be used by an ERMS for the field. The value given in the "Example" column for the "Date of Last FOI Disclosability Review" field indicates how this kind of data might be presented in a user-friendly manner via the ERMS interface. On export, the value would be provided in the format: "YYYY/MM/DDThh:mm:ss".
13.16	FOI release details	Yes	Yes	Class Folder Part Record	Optional	0, 1 or many	User	varchar	variable-length character string	Time limit on restriction to information expired	No Default Value	-	Freetext	-	-	No Comment

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13.17	FOI release date	Yes	Yes	Class	Optional	0, 1 or many	User	varchar or	Day/Month/YearThh:mm:ss	19/04/2006 10:00:00	No Default Value	-	Pick List	Calendar	-	Basic ERMS may only provide the change dates as a single string of values. More advanced systems may be able to identify each individual value and present them separately. DateTime is an example of a data type that may be used by an ERMS for the field. The value given in the "Example" column for the "FOI Release Date" field indicates how this kind of data might be presented in a user-friendly manner via the ERMS interface. On export, the value would be provided in the format: "YYYY/MM/DDThh:mm:ss".
				Folder				Date								
				Part				Day/Month/Year	19/04/2006							
				Record												
13.*	Copyright	No	Yes	Class Folder Part Record	Optional	0 or 1	User	varchar	variable-length character string	Name of copyright holder and Date of copyright	No Default Value	-	Freetext	-	-	Name of copyright holder and Date of copyright. This element is mandatory for all records selected for permanent preservation.
14	Disposal															
14.1	Disposal Schedule ID	Yes	Yes	Class	Mandatory	0 or 1	System	varchar	variable-length character string	01 - Review after 2months	No Default Value	Care should be taken in the naming of a Disposal ID as it must be clear to everyone what disposal type is allocated	Pick List	Freetext (must be unique)	-	A disposal schedule definition must include sub-elements 14.1, 14.2, 14.3 & either 14.4 or 14.5. Only 14.1 Disposal ID is actually allocated to an object. 14.2, 14.3, 14.4 & 14.5 will be populated when the disposal schedule is allocated. The Metadata Standard mandates the allocation of a disposal schedule for all objects (either directly or via inheritance). TNA, however, concedes that in some ERMS is may be preferable to have no disposal schedule allocated rather than a "dummy" long term schedule - e.g. Review in 50 years.
				Folder						02 - Export 2 years after folder closed						
				Part						03 - Transfer 15 years after opening of folder						
				Record						04 - Destroy 7 years on contract completion						
14.2	Disposal action	Yes	Yes	Class Folder Part Record	Mandatory	0 or 1	System	varchar	variable-length character string	Review Export Transfer Destroy	No Default Value	-	Pick List	-	Freetext	This sub-element will be populated as part of the creation of a disposal schedule. It is not individually allocated to an object, but is part of the whole disposal schedule that is allocated.
14.3	Disposal time period	Yes	Yes	Class	Mandatory	0 or 1	User	varchar	Month/Year	6 years and 5 months	No Default Value	It is strongly recommended that the time period not be provided only in days and weeks but years and months for easier calculation	Pick List	Calendar	-	This sub-element will be populated as part of the creation of a disposal schedule. It is not individually allocated to an object, but is part of the whole disposal schedule that is allocated. This sub-element will normally follow a set pattern as a string value. I.e. Month/Year - see example.
				Folder												
				Part												
				Record												
14.4	Disposal event	Yes	Yes	Class Folder Part Record	Mandatory	0 or 1	System	varchar	variable-length character string	Closure of folder	No Default Value	-	Pick List	Validated Freetext	-	This sub-element will be populated as part of the creation of a disposal schedule. It is not individually allocated to an object, but is part of the whole disposal schedule that is allocated.
14.5	External event occurrence	Yes	Yes	Class Folder Part Record	Mandatory if Present	0 or 1	User	varchar	variable-length character string	Closure of Business Unit	No Default Value	-	Pick List	Validated Freetext	-	No Comment
14.6	Disposal (due / effective) date	Yes	Yes	Class	Mandatory if Present	0 or 1	User	varchar or	Day/Month/YearThh:mm:ss	19/04/2007 00:00:00	No Default Value	-	Pick List	Calendar	-	DateTime is an example of a data type that may be used by an ERMS for the field. The value given in the "Example" column for the "Disposal (Due/Effective) Date" field indicates how this kind of data might be presented in a user-friendly manner via the ERMS interface. On export, the value would be provided in the format: "YYYY/MM/DDThh:mm:ss".
				Folder				Date								
				Part												
				Record												
14.7	Disposal authorised by	Yes	Yes	Class Folder Part Record	Mandatory	0 or 1	System	varchar	variable-length character string	Records Manager	No Default Value	End User	ERMS Controlled	-	-	Populated after execution of disposal schedule
14.8	Disposal comment	Yes	Yes	Class Folder Part Record	Optional	0, 1 or many	User	varchar	variable-length character string	Exported for permanent preservation in archive	No Default Value	-	Freetext	-	-	No Comment

Number	Element / Sub-element	e-GMS 2.0	e-GMS 3.0	Aggregation	Obligation	Repeatability no. of possible values	Source	Database Field Data Type	Recommended Format	Example	Default Value	Inappropriate Value	Recommended Population Method	Alternative Population Method	Inappropriate Population Method	Comment
14.9	Export destination	Yes	Yes	Class Folder Part Record	Mandatory if Present	0 or 1	User	varchar	variable-length character string	Either TNA Repository or The full drive location of the objects	No Default Value	-	Pick List	Freetext	-	The physical location / path the export will follow may be a choice or it may be set to a default.
14.10	Export status	Yes	Yes	Class Folder Part Record	Optional	0 or 1	System	varchar	variable-length character string	Pending Due Complete Failed	No Default Value	-	ERMS Controlled	-	-	No Comment
14.11	Review date	Yes	Yes	Class Folder Part Record	Optional	0 or 1	System	DateTime Date	Day/Month/YearThh:mm:ss Day/Month/Year	19/04/2007 00:00:00 19/04/2007	No Default Value	-	ERMS Controlled	-	-	DateTime is an example of a data type that may be used by an ERMS for the field. The value given in the "Example" column for the "Review Date" field indicates how this kind of data might be presented in a user-friendly manner via the ERMS interface. On export, the value would be provided in the format: "YYYY/MM/DDThh:mm:ss".
14.12	Review comment	Yes	Yes	Class Folder Part Record	Optional	0, 1 or many	User	varchar	variable-length character string	To be retained for further 1 year due to extension of contract.	No Default Value	-	Freetext	-	-	No Comment
14.13	Date of last review	Yes	Yes	Class Folder Part Record	Optional	0 or 1	System	varchar or DateTime or Date	Day/Month/YearThh:mm:ss Day/Month/Year	19/04/2007 00:00:00 19/04/2007	No Default Value	-	ERMS Controlled	-	-	Basic ERMS may only provide the change dates as a single string of values. More advanced systems may be able to identify each individual value and present them separately. DateTime is an example of a data type that may be used by an ERMS for the field. The value given in the "Example" column for the "Date of last review" field indicates how this kind of data might be presented in a user-friendly manner via the ERMS interface. On export, the value would be provided in the format: "YYYY/MM/DDThh:mm:ss".
14.14	Reviewer details	Yes	Yes	Class Folder Part Record	Optional	0 or 1	System	varchar	variable-length character string	Local Records Officer	No Default Value	-	ERMS Controlled	-	-	Name of User who conducted review, not who allocated a Review disposal schedule.
14.15	Review comment	Yes	No	Class Folder Part Record	Optional	0, 1 or many	User	varchar	variable-length character string	To be retained for further 1 year due to extension of contract.	No Default Value	-	Freetext	-	-	No Comment
15	Digital Signature	Yes	Yes	Class Folder Part Record	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	The method of population of this element is pending further work, including the development of Moreq2 by the EU Commission.
16	Preservation															
16.1	Originating format	Yes	No	Class Folder Part Record Component	N/A Recommended	N/A 0 or 1	N/A System	N/A varchar	N/A variable-length character string	N/A Microsoft Word 2000 (9.0.6926 SP-3)	N/A No Default Value	N/A -	N/A ERMS Controlled	N/A -	N/A -	Whilst not mandatory, including the full the version number of an application used not just the name of the application (e.g. Microsoft Word 2000) will guard against a loss of backward compatibility where versions of a product may have unique characteristics that may not be supported in a later version of the same application.
16.2	Fixity Method	No	Yes	Class Folder Part Record Component	N/A Recommended	N/A 0 or 1	N/A System	N/A varchar	N/A variable-length character string	N/A Cyclic Redundancy Codes (CRC) Algorithms (e.g., MD5 Message-Digest algorithm 5)	N/A No Default Value	N/A -	N/A ERMS Controlled	N/A -	N/A -	N/A No Comment
16.3	Fixity Value	No	Yes	Class Folder Part Record Component	N/A Recommended	N/A 0 or 1	N/A System	N/A varchar	N/A variable-length character string	N/A CRC checksum value CRC checksum value	N/A No Default Value	N/A -	N/A ERMS Controlled	N/A -	N/A -	N/A No Comment
16.4	Fixity Generation date	No	Yes	Class Folder Part Record Component	N/A Recommended	N/A 0 or 1	N/A System	N/A DateTime Date	N/A Day/Month/YearThh:mm:ss Day/Month/Year	N/A 19/04/2006 10:00:00 19/04/2006	N/A No Default Value	N/A -	N/A ERMS Controlled	N/A -	N/A -	DateTime is an example of a data type that may be used by an ERMS for the field. The value given in the "Example" column for the "Fixity Generation date" field indicates how this kind of data might be presented in a user-friendly manner via the ERMS interface. On export, the value would be provided in the format: "YYYY/MM/DDThh:mm:ss".
16.5	Compression	No	Yes	Class Folder Part Record Component	N/A Recommended	N/A 0, 1 or many	N/A System	N/A varchar	N/A variable-length character string	N/A Images = CCITT T.4 Audio = MPEG3	N/A No Default Value	N/A -	N/A ERMS Controlled	N/A -	N/A -	N/A No Comment
16.6	Dimensions	No	Yes	Class Folder Part Record Component	N/A Recommended	N/A 0 or 1	N/A System	N/A varchar	N/A variable-length character string	N/A 4096x6144 Pixels	N/A No Default Value	N/A -	N/A ERMS Controlled	N/A -	N/A -	N/A No Comment

Number	Element / Sub-element	e-GMS 2.0	e-GMS 3.0	Aggregation	Obligation	Repeatability no. of possible values	Source	Database Field Data Type	Recommended Format	Example	Default Value	Inappropriate Value	Recommended Population Method	Alternative Population Method	Inappropriate Population Method	Comment
16.7	Bit depth	No	Yes	Class	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
				Folder												
				Part												
				Record												
Component	Recommended	0, 1 or many	System	varchar	variable-length character string	24-bit colour	No Default Value	-	ERMS Controlled	-	-	No Comment				
16.8	Bit rate	No	Yes	Class	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
				Folder												
				Part												
				Record												
Component	Recommended	0 or 1	System	varchar	variable-length character string	705kbps (bytes per second)	No Default Value	-	ERMS Controlled	-	-	No Comment				
16.9	Frame rate	No	Yes	Class	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
				Folder												
				Part												
				Record												
Component	Recommended	0 or 1	System	varchar	variable-length character string	25fps (frames per second)	No Default Value	-	ERMS Controlled	-	-	No Comment				
16.10	Sampling frequency	No	Yes	Class	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
				Folder												
				Part												
				Record												
Component	Recommended	0 or 1	System	varchar	variable-length character string	96kHz (kilo Hertz)	No Default Value	-	ERMS Controlled	-	-	No Comment				
16.11	Duration	No	Yes	Class	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
				Folder												
				Part												
				Record												
Component	Recommended	0 or 1	System	varchar	variable-length character string	180 minutes 15 seconds	No Default Value	-	ERMS Controlled	-	-	No Comment				
16.12	Channels	No	Yes	Class	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
				Folder												
				Part												
				Record												
Component	Recommended	0 or 1	System	varchar	variable-length character string	twin track stereo, five track surround	No Default Value	-	ERMS Controlled	-	-	No Comment				
16.13	Audio sample format	No	Yes	Class	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
				Folder												
				Part												
				Record												
Component	Recommended	0 or 1	System	varchar	variable-length character string	Linear integer Logarithmic floating point	No Default Value	-	ERMS Controlled	-	-	No Comment				
16.14	Original dimensions	No	Yes	Class	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
				Folder												
				Part												
				Record												
Component	Recommended	0 or 1	System	varchar	variable-length character string	305mm x 203mm	No Default Value	-	ERMS Controlled	-	-	No Comment				
16.15	Resolution	No	Yes	Class	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
				Folder												
				Part												
				Record												
Component	Recommended	0 or 1	System	varchar	variable-length character string	600dpi	No Default Value	-	ERMS Controlled	-	-	No Comment				
16.16	Colour space	No	Yes	Class	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
				Folder												
				Part												
				Record												
Component	Recommended	0 or 1	System	varchar	variable-length character string	RGB CMYK	No Default Value	-	ERMS Controlled	-	-	No Comment				
16.17	Colour management System	No	Yes	Class	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
				Folder												
				Part												
				Record												
Component	Recommended	0 or 1	System	varchar	variable-length character string	ISO 15076	No Default Value	-	ERMS Controlled	-	-	No Comment				
16.18	Colour LOOKUP Table (Clut)	No	Yes	Class	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
				Folder												
				Part												
				Record												
Component	Recommended	0 or 1	System	varchar	variable-length character string	No CLUT Windows Standard CLUT	No Default Value	-	ERMS Controlled	-	-	No Comment				
16.19	Clut encoding	No	Yes	Class	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
				Folder												
				Part												
				Record												
Component	Recommended	0 or 1	System	varchar	variable-length character string	Base 64	No Default Value	-	ERMS Controlled	-	-	No Comment				
16.20	Clut size	No	Yes	Class	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
				Folder												
				Part												
				Record												
Component	Recommended	0 or 1	System	varchar	variable-length character string	16 entries 126 entries	No Default Value	-	ERMS Controlled	-	-	No Comment				
16.21	Orientation	No	Yes	Class	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
				Folder												
				Part												
				Record												
Component	Recommended	0 or 1	System	varchar	variable-length character string	90 degrees clockwise from correct (e.g. .090) 180 degrees clockwise from correct (e.g. .090)	No Default Value	-	ERMS Controlled	-	-	The value will always be relative to the "top of the image" irrespective of if it is landscape or portrait.				

Number	Element / Sub-element	e-GMS 2.0	e-GMS 3.0	Aggregation	Obligation	Repeatability no. of possible values	Source	Database Field Data Type	Recommended Format	Example	Default Value	Inappropriate Value	Recommended Population Method	Alternative Population Method	Inappropriate Population Method	Comment
16.22	Positivity	No	Yes	Class	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
				Folder												
				Part												
				Record												
Component	Recommended	0 or 1	System	varchar	variable-length character string	Negative	No Default Value	-	ERMS Controlled	-	-	Whether image is a negative, or a positive (i.e. an actual print).				
16.23	Character encoding schemes	No	Yes	Class	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
				Folder												
				Part												
				Record												
Component	Recommended	0 or 1	System	varchar	variable-length character string	UTF-8 ISO10646	No Default Value	-	ERMS Controlled	-	-	No Comment				
16.24	Associated document type definition (DTD) or schema	No	Yes	Class	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
				Folder												
				Part												
				Record												
Component	Recommended	0 or 1	System	varchar	variable-length character string	XML SGML	No Default Value	-	ERMS Controlled	-	-	No Comment				
16.25	Structural divisions	No	Yes	Class	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
				Folder												
				Part												
				Record												
Component	Recommended	0 or 1	System	varchar	variable-length character string	TEI element	No Default Value	-	ERMS Controlled	-	-	No Comment				
16.26	External fonts	No	Yes	Class	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
				Folder												
				Part												
				Record												
Component	Recommended	0 or 1	System	varchar	variable-length character string	Angolan Garamond Venetian B	No Default Value	-	ERMS Controlled	-	-	Any custom font not recognised by the importing system.				
17	Mandate															
17.1	Authorising statute	Yes	Yes	Class	Optional	0, 1 or many	User	varchar	variable-length character string	Freedom of Information Act 2000	No Default Value	-	Pick List	Validated Freetext	Freetext	No Comment
				Folder												
				Part												
				Record												
Component	Optional	0,1 or many	User	varchar	variable-length character string	Data Protection Act 1998	No Default Value	-	Pick List	Validated Freetext	Freetext	Whilst not likely to be allocated at part level, in normal operations a part will inherit this value from the parent folder.				
17.2	Personal data acquisition purpose	Yes	Yes	Class	Optional	0, 1 or many	User	varchar	variable-length character string	Public Interest Disclosure Act 1998	No Default Value	-	Validated Freetext	Freetext	-	No Comment
				Folder												
				Part												
				Record												
17.3	Data protection Exemption category	Yes	Yes	Class	Optional	0, 1 or many	User	varchar	variable-length character string	Crime & Taxation: DPA 1998 s.29	No Default Value	-	Pick List	Validated Freetext	Freetext	No Comment
18	Format	No	Yes	Class	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
				Folder												
				Part												
				Record												
Component	Recommended	1 or many	System	varchar	variable-length character string	Microsoft Word 2000 (9.0.6926 SP-3)	No Default Value	-	ERMS Controlled	-	-	Whilst not mandatory, it would be useful to include the full version of a product not just Microsoft Word 2000. Because a version of a product may have unique behaviour requiring special attention in preservation.				
19	Function	No	Yes	Class	Optional	0, 1 or many	User	varchar	variable-length character string	Immigration: Asylum appeals	No Default Value	Human Resources	Pick List	Validated Freetext	Freetext	No Comment
				Folder												
				Part												
				Record												
Component	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Whilst not likely to be allocated at part level, in normal operations a part will inherit this value from the parent folder.				
20	Coverage	No	Yes	Class	Recommended	0 or 1	User	varchar	variable-length character string	London Borough of Southwark	No Default Value	-	Pick List	Validated Freetext	Freetext	This element supports the retrieval of more information based on geographic coverage. This may be understood in either the sense of the actual information content or the jurisdiction it applies within.
				Folder												
				Part												
				Record												
Component																