



the national archives

Seamless Flow

Statement of Requirements

for

Metadata and Cataloguing Project

Release

February 2006

Author:

Project Manager

Owner

Senior Responsible Owner (SRO)

Client:

The National Archives (TNA)

Document History

Document Location

This document is only valid on the day it was printed.
The source of the document will be found in the Control section of the Project File.

Revision History

Date of next revision:

Revision date	Previous revision date	Summary of Changes	Changes marked
15/02/06		changes following consultation	no

Approvals

This document requires the following approvals.
Signed approval forms are filed in the project files.

Title	Date of Issue	Version
SRO	19/01/06	2
SRO	15/02/06	3

Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version
Metadata and Cataloguing Project team		03/02/06	3
SFP Project Managers		03/02/06; 15/03/06	3
Workshop team		03/02/06	3

INTRODUCTION

This document describes the user requirements for the Metadata and Cataloguing Project of the Seamless Flow Programme (SFP). The Metadata and Cataloguing Project is responsible for editorial intervention in Seamless Flow.

The requirements below were identified at workshops held in October and November 2005. The gathering of requirements is consistent with the Project Initiation Document (PID) for the Metadata and Cataloguing Project in Seamless Flow (at Seamless Flow Programme\Cataloguing project\Metadata and Cataloguing in Seamless Flow v. 2.0 September 2005), with the Terms of Reference (at \Metadata and Cataloguing TOR v.1.0 October 2005), and with the Process Flow Diagrams for SF on Enterprise Architect at xxx. They include general, data, functional and some system requirements, and indicate the future development of operational requirements.

Requirements

The individual requirements are listed below in a simple numerical order. As the Metadata and Cataloguing Function is embedded in a number of projects/processes, some of requirements below are generic and the projects/processes to which they relate are listed in the *Requirement of.....* fields as appropriate. *Related Requirements...* may refer to other requirements in this document, or, may indicate where a requirement in this document has been integrated into the *Transfer to TNA Catalogue of Requirements*.

The requirements are prioritised into

Mandatory
Desirable
Optional

Glossary

AIP: Archival Information Package – the conceptual package of records and metadata which is stored in the DOS and the GMMS.

DIP: Dissemination Information Package – a package of records and metadata which is available for use through a presentation system.

DOS: Digital Object Store – the secure storage system for AIPs

GME: Generic Metadata Editor in the GMMS which will support a user interface and the facilities required for editorial intervention.

GMMS: Generic Metadata Management System – the authoritative source and management system for metadata.

PbPS: Public Presentation System – the system which provides access to open DIPs for public users.

PROCAT: the online Catalogue of metadata about paper records held by TNA

PPS: Presentation Preparation System– the working area on which all record processing occurs, e.g. for ingest, migration, and redaction.

PvPS: Private Presentation System - the system which provides controlled access to all DIPs (closed and open) in a restricted environment for OGDs and TNA staff

SIP: Submission Information Package – the conceptual package of records and metadata which is transferred to TNA by an OGD.

Requirements Summary

No	Description	Priority	Owner
01	Metadata schema	Mandatory	Metadata and Cataloguing Project Team
02	Metadata storage	Mandatory	Metadata and Cataloguing Project Team
03	Metadata export/import	Mandatory	Metadata and Cataloguing Project Team
04	Access and Security: Access to Metadata	Mandatory	Management and Security Project team
05	Access and Security: User Groups	Mandatory	Metadata and Cataloguing Project Team
06	General Facility for editing: Generic Metadata Editor (GME)	Mandatory	Transfer; Metadata and Cataloguing Project Teams
07	Allocation of a unique identifier (reference)	Mandatory	Transfer Project team
08	Departmental Level Metadata	Mandatory	Metadata and Cataloguing Project Team
09	Series Level Metadata	Mandatory	Metadata and Cataloguing Project Team
10	GME: availability of editing tools	Mandatory	Project Team
11	GME: view and edit	Mandatory	Metadata and Cataloguing Project Team
12	GME: status recording	Mandatory	Metadata and Cataloguing Project Team
13	GME: roll back for editing	Desirable	Metadata and Cataloguing Project Team
14	GME: Reporting	Mandatory	Metadata and Cataloguing Project Team
15	GME: Editorial Intervention (i) Sampling	Mandatory	Metadata and Cataloguing Project Team
16	GME: Editorial Intervention (ii) Series level metadata	Mandatory	Metadata and Cataloguing Project Team
17	Editorial intervention (iii) Closure	Mandatory	Metadata and Cataloguing Project Team
18	Editorial Intervention (iv) Redaction	Mandatory	Metadata and Cataloguing Project Team
19	Editorial Intervention (v)	Mandatory	Transfer / TW / Metadata and Cataloguing Project

	Accession of Redaction		Team
20	Editorial Intervention (vi): Enhancement from Open Content Review	Mandatory	Metadata and Cataloguing Project Team
21	Editorial Intervention (vii): Enhancement in the Private Presentation System [PvPS]	Mandatory	Metadata and Cataloguing Project Team
22	Editorial Intervention (viii): related metadata	Mandatory	Metadata and Cataloguing Project Team
23	Editorial Intervention (ix): digitised records	Desirable	Metadata and Cataloguing Project Team
24	Editorial Intervention (x): migrations and new manifestations	Mandatory	Metadata and Cataloguing Project Team
25	Editorial Intervention (xi): progress	Mandatory	Metadata and Cataloguing Project Team
26	Metadata inheritance	Mandatory	Metadata and Cataloguing Project Team
27	GME: Access to SAR [or its replacement]	Mandatory	Metadata and Cataloguing Project Team
28	GME: Search/Advanced Search	Mandatory	Metadata and Cataloguing Project Team
29	GME: Browse	Mandatory	Metadata and Cataloguing Project Team
30	GME: Navigation	Mandatory	Metadata and Cataloguing Project Team
31	GME: Search and Replace	Mandatory	Metadata and Cataloguing Project Team
32	GME: comparison of metadata from number of records	Optional	Metadata and Cataloguing Project Team
33	GME: Printing	Mandatory	Metadata and Cataloguing Project Team
34	GME: Bulk Update	Mandatory	Metadata and Cataloguing Project Team
35	GME: Spell Check	Mandatory	Metadata and Cataloguing Project Team
36	GME: Saved Search	Mandatory	Metadata and Cataloguing Project Team
37	GME: Current editorial mode	Mandatory	Metadata and Cataloguing Project Team

Requirements Catalogue

38	GME: Quality Assurance	Mandatory	Metadata and Cataloguing Project Team
39	GME: Approval	Mandatory	Metadata and Cataloguing Project Team
40	GME: export to global search	Mandatory	Metadata and Cataloguing Project Team
41	GME: Release to Presentation Preparation System (PPS)	Mandatory	Metadata and Cataloguing Project Team
42	GME: Batch loading	Mandatory	Metadata and Cataloguing Project Team
43	GME: Audit	Mandatory	Metadata and Cataloguing Project Team
44	Archival Authority Standards	Mandatory	Metadata and Cataloguing Project Team
45	Archival Authority Standards : export	Desirable	Metadata and Cataloguing Project Team
46	Governance	Mandatory	Metadata and Cataloguing Project Team

Requirement	01 Metadata schema		
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team

Requirement
<p>The Metadata of all electronic records in SF shall be consistent with the Metadata Schema at: \Cataloguing Project\Metadata\Metadata mapping lists\metadata list.</p> <p>The Metadata schema is based on the metadata required from OGDs as defined in the in <i>EDRMS Metadata Requirements (2002)</i>, the <i>Cataloguing Standards for TNA (2002; 2nd edition, 2004)</i>, and the <i>ISO 14721: Open Archival Information Systems (OAIS)</i>.</p> <p>The schema should be sufficiently flexible as to meet changes in those standards and in business needs.</p>
Benefits
<p>The Metadata Schema meets current national and international standards, and meets and provides for current and future business needs of TNA. These future needs may include new types of metadata, for new types of electronic record, and their associated fields</p>
Suggested Solutions
Comments
<p>Management of sample metadata is currently being evaluated and tested in the Metadata Prototype</p>
Resolution
<p>Related Requirements: Transfer to TNA: 08</p>

[Back to summary](#)

Requirement	02	Metadata storage	
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team Project Team

Requirement
<p>The system should store the metadata fields in an adopted storage mechanism in a format which maintains both the Seamless Flow metadata schema and the relationships between elements in the schema.</p> <p>The system should manage storage of both the released metadata and the under-edit metadata and maintain a status log of where the data is in the Seamless Flow process.</p>
Benefits
Ensures that metadata fields, and the relationships between fields, are maintained as defined by the metadata schema.
Suggested Solutions
Comments
Resolution
Requirement of: Transfer; GMMS
Related Requirements

[Back to summary](#)

Requirement	03 Metadata export/import		
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team Project Team

Requirement
The system must allow for the import and export of metadata in XML format, and other formats as appropriate, in accordance with the Seamless Flow metadata schema.
Benefits
To enable the import/export of data from other systems where appropriate
Suggested Solutions
Comments
Resolution
Requirement of: GMMS
Related Requirements: Transfer to TNA: 48

[Back to summary](#)

Requirement	04	Access and Security: Access to Metadata	
Priority	Mandatory	Owner	Management and Security Project Team

Requirement
Access to the metadata for the purposes of editorial intervention will be required under certain pre-defined circumstances. All access must conform to SF Access Control Policy and will be controlled by the Access Control Model at xxx.
Benefits
Enables editorial intervention to take place at appropriate points in the end-to-end process, in conformity with the requirements of this project and with the needs of the SFP as a whole.
Suggested Solutions
Comments
Resolution
Requirement of: GMMS
Related Requirements:

[Back to summary](#)

Requirement	05	Access and Security: User Groups/Roles	
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team Project Team

Requirement
<p>User groups/roles defined by function require access to the Metadata. The following have been identified, and may be added to:</p> <ul style="list-style-type: none"> • a user group of Cataloguers with general access permissions; this group to be known as Catalogue Editors • a user group with permissions to modify closure status • a user group with special permissions to modify and edit material relevant to the private presentation system • a user group from OGD with general and specialist functions
Benefits
<p>Enables controlled editorial changes to be made to the metadata transferred to TNA from OGDs before it is presented in the Private and Public Presentation systems and in order to apply any required amendments to existing metadata. This is essential to the progress of Seamless Flow.</p>
Suggested Solutions
Comments
<p>The Access Control management system in Seamless Flow is Role Based not User Group based. The terms do have somewhat different meanings in security and though very similar in implementation, are quite different in management. Suppliers and developers may need to understand this difference.</p>
Resolution
Related Requirements: Transfer to TNA: 56

[Back to summary](#)

Requirement	06 General facility for editing: Generic Metadata Editor (GME)		
Priority	Mandatory	Owner	Transfer; Metadata and Cataloguing Project Teams

Requirement
<p>The system must allow and support the evaluation, addition, editing, management and quality assuring (QA) of all metadata accompanying objects, or object holders, in OGDs; and likewise, the evaluation, addition, editing, management and QAing of all metadata in the GMMS: ie in SIP, AIP or DIP, manifestation and migration.</p> <p>These provisions to be met by a Generic Metadata Editor (GME) in the GMMS, which will support a user interface and the facilities required for editorial intervention.</p>
Benefit
Enables OGDs to prepare the SIP metadata for transfer; enables TNA staff to edit metadata in SF as required and to prepare it for release
Suggested Solutions
Comments
Resolution
Related Requirements: Transfer to TNA: 05
Requirement of: GMMS
Process Flow: 5.1; 5.2; 5.3; 5.5

[Back to summary](#)

Requirement	07 Allocation of a unique identifier (reference)		
Priority	Mandatory	Owner	Transfer Project Team

Requirement
The system must allocate a unique identifier (reference) to all new electronic records ¹ prior to arrival, and to all new versions and manifestations created in SF
Benefit
Enables the location, storage, management, meaningful retrieval, and presentation of metadata and objects, and all manifestations and migrations, created in SF
Suggested Solutions
Comments
See Referencing Document at http://www.nationalarchives.gov.uk/electronicrecords/seamless_flow/cataloguing.htm
Resolution
Related Requirements: Transfer to TNA: 34
Requirement of: Transfer
Process Flow: 5.1

[Back to summary](#)

¹ Used throughout this document in its most generic sense, ie: encompassing all SIP, AIP, DIP, manifestations and migrations

Requirement	08 Departmental Level Metadata		
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team

Requirement
The system must hold department level metadata. Such data must be maintained by regular update through exports from the Catalogue (PROCAT). The master copy of department level information will, for the time being, be the Catalogue (PROCAT).
Benefits
To enable appropriate contextual metadata to be available in the GMMS.
Suggested Solutions
Comments
Anticipates an aggregated catalogue
Resolution
Requirement of: GMMS; PROCAT
Related Requirements
Process Flow: 5.6

[Back to summary](#)

Requirement	09 Series Level Metadata		
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team

Requirement
The system must hold and maintain series level metadata for electronic records
Benefits
To ensure that appropriate contextual metadata is available in the GMMS
Suggested Solutions
Comments
Resolution
Requirement of: GMMS
Related Requirements
Process Flow: 5.6

[Back to summary](#)

Requirement	10 GME: availability of editing tools		
Priority	Mandatory	Owner	Project Team

Requirement
Editing tools available in the GME must provide for varying types of fields and formats including: Free text Look up fields Pick lists etc
Benefit
To facilitate editorial work on the Metadata as required
Suggested Solutions
Comments
Resolution
Related Requirements: Transfer to TNA: 09
Requirement of: Transfer; GMMS

[Back to summary](#)

Requirement	11 GME: view and edit		
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team

Requirement
<p>The GME must provide facilities to allow catalogue editors to view all metadata but only to modify a cataloguing subset(s) of metadata.</p> <p>Those subsets to be determined by the need for Editorial Intervention concerning eg. closure change, redaction, or open content review</p> <p>Access to those subsets will be determined by user groups defined by function.</p>
Benefit
To facilitate editorial work on the Metadata as required
Suggested Solutions
Comments
Resolution
Related Requirements: 05 Access and security: user groups; 15-24 Editorial Intervention
Requirement of: Transfer; GMMS

[Back to summary](#)

Requirement	12 GME: status recording		
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team

Requirement
The GME must allow the status of all metadata fields of an electronic record undergoing editorial change to be recorded as such. All changes to status should be date stamped.
Benefit
To enable the control and tracking of all processes of editorial intervention
Suggested Solutions
Comments
The status could be carried on a new metadata field
Resolution
Related Requirements: Transfer to TNA: 37
Requirement of: Transfer; GMMS

[Back to summary](#)

Requirement	13 GME: roll back for editing		
Priority	Desirable	Owner	Metadata and Cataloguing Project Team

Requirement	The system must allow cataloguers to move back to the last historical state of the metadata for editing		
Benefit	Informs and facilitates editorial work on the Metadata as required		
Suggested Solutions			
Comments			
Resolution			
Related Requirements: Transfer to TNA: 26			
Requirement of: Transfer; GMMS			

[Back to summary](#)

Requirement	14	GME: Reporting	
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team

Requirement	The GME must support the reporting needs of/for editorial intervention which may include reports on: revised metadata fields; sample checks; exception reports etc		
Benefit	Enables monitoring and control of the editorial process		
Suggested Solutions			
Comments			
Resolution			
Related Requirements	Requirement of: Transfer; GMMS		

[Back to summary](#)

Requirement	15	GME: Editorial Intervention (i) Sampling	
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team

Requirement
The GME must enable catalogue editors to carry out sample/spot checks on the metadata of SIPs to assess the quality of metadata being received from the OGDs.
Benefits
Will enable sample check of quality of metadata in SIPs and allow errors to be identified. Will enable these changes to be tracked and audited Essential to the referential integrity of SFP
Suggested Solutions
Comments
Resolution
Related Requirements
Requirement of: Transfer; GMMS

[Back to summary](#)

Requirement	16 GME: Editorial Intervention (ii) Series level metadata		
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team

Requirement
<p>The GME must enable the editing and enhancement of series level metadata.</p> <p>Editorial Intervention concerning series level metadata might take place following open content review, or as part of an enhancement to the PvPS (see below Reqs 20, 21), or:</p> <p>following the arrival of additional SIPS relevant to one series;</p> <p>or</p> <p>in the interests of historical research: the archival order and arrangement germane to electronic records does not always facilitate historical research; in these instances additional metadata pointing the searcher to significant records/objects would be valuable.</p> <p>In these instances, Catalogue editors will need access through the GME to metadata fields at this level.</p>
Benefits
Essential to the referential integrity or SFP
Suggested Solutions
Comments
Resolution
Related Requirements: 20, 21
Requirement of: Transfer; GMMS
Process Flow: 5.6; 5.7

Requirement	17	Editorial intervention (iii) Closure	
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team

Requirement
<p>The system must allow for the editing of metadata to take place in response to changes of record and metadata status concerning closure. On receipt of an instruction [from SAR or its equivalent] to change the closure status of a record, which may refer to one of the following:</p> <p><i>Retention Period Expiry/Change</i></p> <p><i>Closed Content Review – open, part open, extended closure</i></p> <p><i>Accession of Previously Retained Record</i></p> <p>a new SIP may be transferred, a new AIP and/or a new DIP may/will be created and new manifestations will follow.</p> <p>In these instances, Catalogue editors will need access through the GME to metadata fields at one or more levels.</p> <p>The level at which the editing of metadata will take place shall reflect the level at which those changes have been made</p>
Benefits
<p>Enables changes to be made to the metadata in response to an instruction concerning closure.</p> <p>Essential to the referential integrity or SFP</p>
Suggested Solutions
Comments
Resolution
Requirement of: Transfer; GMMS
Related Requirement: Transfer to TNA: 21
Process Flow ² :

[Back to summary](#)

² not added here as Process Flow for Closure is not yet finalised

Requirement	18 Editorial Intervention (iv) Redaction		
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team

Requirement:
<p>The system must allow for the editing of metadata to take place in response to changes of record and metadata status concerning a redaction. On receipt of an instruction [from SAR or its equivalent] to create a redaction, a new AIP and/or DIP may/will be created. In these circumstances, certain metadata fields will require enhancement.</p> <p>In these instances, Catalogue editors will need access through the GME to metadata fields at one or more levels.</p>
Benefits
<p>Enables changes to be made to the metadata in response to instruction concerning a redaction.</p> <p>Essential to the referential integrity of SFP</p>
Suggested Solutions
Comments
Resolution
Requirements of: Transfer; GMMS
Related Requirement: Transfer to TNA: 33
Process Flow ³ :

[Back to summary](#)

³ not added here as Process Flow for Closure is not yet finalised

Requirement	19 Editorial Intervention (v) Accession of Redaction		
Priority	Mandatory	Owner	Transfer/ TW/ Metadata and Cataloguing Project Team

Requirement
The system must 'transfer' redacted records created in TNA in the same way as those redacted at OGD. The system will therefore allocate a reference and generate a metadata set for the redaction and the record will go through the SF processes up to release.
Benefit
Enables redactions created at TNA to be treated precisely the same way as those at OGD Essential to the referential integrity of SFP
Suggested Solutions
Comments
Resolution
Requirement of: GMMS
Related Requirement:
Process Flow:

[Back to summary](#)

Requirement	20 Editorial Intervention (vi): Enhancement from Open Content Review		
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team

Requirement
<p>The system must allow for the editing of metadata to take place in response to a query raised by a member of the public or of an OGD about metadata in the public presentation system.</p> <p>In these instances, catalogue editors will need access through the GME to metadata fields at one or more levels.</p> <p>The level at which the editing of metadata will take place shall reflect the level at which those changes have been made</p>
Benefits
To expedite the correction of metadata errors in the PbPS
Suggested Solutions
Comments
Resolution
Related Requirements: .
Requirement of: GMMS
Process Flow: 5.2

[Back to summary](#)

Requirement	21 Editorial Intervention (vii): Enhancement in the Private Presentation System [PvPS]		
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team

Requirement
<p>The system must allow for the editing of metadata to take place in response to a query raised by a member of the OGD about metadata only in the PvPS</p> <p>Access to all relevant metadata levels and fields through the GME needs to be available to user group with special permissions.</p> <p>The level at which the editing of metadata will take place shall reflect the level at which those changes have been made.</p>
Benefits
To expedite the correction of metadata errors in the PvPS
Suggested Solutions
Comments
Resolution
Related Requirements
Requirement of: GMMS
Process Flow: 5.2

[Back to summary](#)

Requirement	22	Editorial Intervention (viii): related metadata	
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team

Requirement
<p>The system must allow for the editing of metadata concerning the relationship between SIPS, or the relationship between one DIP and another DIP.</p> <p>This may arise from information received from an OGD concerning SIPs whose content is directly related to one another, or from Open Content Review</p> <p>In these instances, relevant levels fields to be available.</p>
Benefits
Enables relationships between records to be indicated in the metadata. Essential to the interests of historical research
.
Suggested Solutions
Comments
BL's progress on related electronic records to be noted
Resolution
Related Requirements
Requirement of: GMMS
Process Flow: 5.6

[Back to summary](#)

Requirement	23	Editorial Intervention (ix): digitised records	
Priority	Desirable	Owner	Metadata and Cataloguing Project Team

Requirement
<p>The system should provide for metadata to accompany a digitised record. The system should therefore allocate a reference and generate a metadata set for the digitised record.</p> <p>In these instances, catalogue editors will need access through the GME to metadata fields required.</p>
<p>Benefits</p> <p>Enables the future incorporation of digitised material</p>
Suggested Solutions
Comments
Resolution
Related Requirements: Transfer to TNA: 38
Requirement of: GMMS
Process Flow:

[Back to summary](#)

Requirement	24 Editorial Intervention (x): migrations and new manifestations		
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team

Requirement
<p>The system must allow for editorial intervention in the metadata at different levels and involving a variety of fields in the context of the generation of migrations, new manifestations and presentational copies.</p> <p>In the cases of the following examples, access to different fields and levels will be needed as appropriate:</p> <p>eg</p> <p>An AIP migrated because of loss of colour</p> <p>A new manifestation of a DIP, because the previous DIP could not be made available on eg, GSI</p>
Benefits
<p>Enables changes made to the version of the record/object to be indicated by the metadata; enables the tracking of changes</p> <p>Essential to the referential integrity of SFP</p>
Suggested Solutions
Comments
Resolution
Related Requirements
Requirement of: GMMS
Process Flow: 5.6

[Back to summary](#)

Requirement	25	Editorial Intervention (xi): progress	
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team

Requirement
The progress of accessions/records/objects/metadata through the accessioning and editorial process [SIP, AIP, DIP] needs to be visible to Cataloguers; possibly by viewing status.
Benefits
Enables business and legal targets to be met.
Suggested Solutions
Comments
[Operational: editorial roles need to be determined]
Resolution
Related Requirements
Requirement of: Transfer; GMMS
Process Flow

[Back to summary](#)

Requirement	26 Metadata inheritance		
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team

Requirement
The GME must enable automatic inheritance of some metadata both up and down the hierarchy of an AIP/DIP.
Benefits
Enables an object at any level to be accompanied by contextual metadata for presentation.
Suggested Solutions
Comments
Resolution
Related Requirement: Transfer to TNA: 25
Requirement of: GMMS
Process Flow: 5.6

[Back to summary](#)

Requirement	27 GME: Access to SAR [or its replacement]		
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team

Requirement
The GME must interface with SAR [or its functional equivalent]
Benefits
To enable metadata and objects whose closure status is changed by OGD, Advisory Council, FOI to reflect that change
Suggested Solutions
Comments
Resolution
Related Requirement: Transfer to TNA: 43
Requirement of: GMMS
Process Flow ⁴ :

[Back to summary](#)

⁴ not added here as relevant Process Flow is not yet finalised

Requirement	28 GME: Search/Advanced Search		
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team

Requirement
The GME must provide the ability to search the metadata hierarchy to find level(s)/field(s) as appropriate. This could include advanced searching capabilities
Benefits
To facilitate the evaluation, addition and revision of the metadata.
Suggested Solutions
Comments
Resolution
Related Requirement: Transfer to TNA: 39
Requirement of: GMMS
Process Flow:

[Back to summary](#)

Requirement	29 GME: Browse		
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team

Requirement
The GME must enable a means of browsing the metadata hierarchy.
Benefits
To facilitate the evaluation, addition and revision of the metadata.
Suggested Solutions
Comments
Resolution
Related Requirement: Transfer to TNA: 39
Requirement of: GMMS
Process Flow:

[Back to summary](#)

Requirement	30 GME: Navigation		
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team

Requirement
The GME must provide a means of navigation through the metadata hierarchy pertaining to one, or to a number, of electronic records.
Benefits
Enables a Catalogue editor to go directly to any record, manifestation or deliverable unit by entering the appropriate unique identifier (reference). This facilitates the evaluation, addition and revision of the metadata.
Suggested Solutions
Comments
Resolution
Related Requirements
Requirement of: GMMS
Process Flow:

[Back to summary](#)

Requirement	31	GME: Search and Replace	
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team

Requirement
The GME must provide a search and replace function
Benefits
To facilitate the evaluation, addition and revision of the metadata.
Suggested Solutions
Comments
Resolution
Related Requirement: Transfer to TNA: 40
Requirement of: GMMS
Process Flow:

[Back to summary](#)

Requirement	32 GME: comparison of metadata from number of records		
Priority	Optional	Owner	Metadata and Cataloguing Project Team

Requirement
The GME must enable comparison of metadata about a number of records on screen simultaneously
Benefits
To expedite evaluation of metadata prior to and during editorial
Suggested Solutions
Comments
Resolution
Related Requirement: Transfer to TNA: 41
Requirement of: GMMS
Process Flow:

[Back to summary](#)

Requirement	33 GME: Printing		
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team

Requirement
The GME must enable printing in configurable format of revised metadata fields or hierarchy
Benefits
To facilitate the evaluation, addition and revision of the metadata.
Suggested Solutions
Comments
Resolution
Related Requirement: Transfer to TNA: 49
Requirement of: GMMS
Process Flow:

[Back to summary](#)

Requirement	34 GME: Bulk Update		
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team

Requirement
The GME must provide for the bulk updating of certain metadata fields across a selected number of electronic records.
Benefits
To facilitate the evaluation, addition and revision of the metadata. This may prove particularly useful given the anticipated bulk of metadata changes concerning closure.
Suggested Solutions
Comments
<p>In PROCAT editorial, the relevant fields currently available to bulk update are:</p> <ul style="list-style-type: none"> • Access condition • Accruals • Accumulation Dates • AdminHist/Biog Background • Appraisal/Destruction Information • Arrangement • Closure Status • Closure Type • Covering Dates • Creator Names • Custodial History • Extract at Transfer (under Access, record status) • Former Department Reference • Former TNA reference • Immediate Source of Acquisition • Language • Legal Status • Location of Originals • Map Designation • Map Scale Number

- Physical Description – Dimensions
- Physical Description – Form
- Physical Description –Record Quantity
- Place of Deposit
- Publication note
- Restrictions on Use
- Scope Content
- Title

Resolution

Related Requirement: Transfer to TNA: 25

Requirement of: GMMS

Process Flow:

[Back to summary](#)

Requirement	35 GME: Spell Check		
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team
Requirement			
The GME must enable spellcheck of revised metadata.			
Benefits			
To facilitate the evaluation, addition and revision of the metadata.			
Suggested Solutions			
Comments			
Resolution			
Related Requirement: Transfer to TNA: 50			
Requirement of: GMMS			

[Back to summary](#)

Requirement	36	GME: Saved Search	
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team

Requirement
The GME must provide a saved search function
Benefits
To facilitate the process of editorial work
Suggested Solutions
Comments
Resolution
Related Requirements
Requirement of: GMMS

[Back to summary](#)

Requirement	37	GME: Current editorial mode	
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team

Requirement
The GME must enable Catalogue Editors to lock their work in a 'current editorial mode' when editorial work is unfinished
Benefits
To facilitate the evaluation, addition and revision of the metadata.
Suggested Solutions
Comments
Resolution
Related Requirements
Requirement of: GMMS

[Back to summary](#)

Requirement	38 GME: Quality Assurance		
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team

Requirement
The GME must support QA function at the end of a metadata enhancement process
Benefit
Enables enhanced metadata to be made ready for sending to the Presentation Preparation System (PPS) for presentation in D&P
Suggested Solutions
Comments
Resolution
Related Requirements
Requirement of: GMMS

[Back to summary](#)

Requirement	39 GME: Approval		
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team

Requirement
The GME must support an approval stage following QA; this will trigger release to the Presentation Preparation System (PPS) for presentation
Benefit
Enables enhanced metadata to be approved and sent on for presentation
Suggested Solutions
Comments
Resolution
Related Requirements: (D&P)
Requirement of: GMMS
Process Flow:

[Back to summary](#)

Requirement	40	GME: export to global search	
Priority	Desirable	Owner	Metadata and Cataloguing Project Team

Requirement
The system should provide for the export of authority data and/or category data to Global Search/its thesaurus
Benefit
Updates metadata in the search engine; facilitates global search
Suggested Solutions
Comments
If authority data has been identified by OGD (consistent with e-GMS Metadata Standard), or by catalogue editors in the process of editorial intervention, it should be made available to Global Search
Resolution
Related Requirement: Transfer to TNA: 44
Requirement of: GMMS
Process Flow:

[Back to summary](#)

Requirement	41 GME: Release to Presentation Preparation System (PPS)		
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team

Requirement
The system must provide for to release to the Presentation Preparation System (PPS) in a format compatible with D&P
Benefits
To facilitate the presentation of metadata enhancements
Suggested Solutions
Comments
Resolution
Related Requirements: Transfer to TNA: 40
Requirement of: GMMS; D&P
Process Flow: 5.7.6

[Back to summary](#)

Requirement	42	GME: Batch loading	
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team

Requirement
A mechanism must be provided to allow on a regular basis for changed metadata to be released. It is assumed that a process operating on a regular basis would extract new/changed/updated metadata and export for delivery in presentation systems
Benefits
Enables the updating of metadata to take place as frequently as targets (legal and business) allow and bulk indicates
Suggested Solutions
Comments
Resolution
Related Requirements
Requirement of: GMMS
Process Flow:

[Back to summary](#)

Requirement	43 GME: Audit		
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team

Requirement
The GME must provide an audit trail of all changes to metadata fields at any level
Benefits
Essential to the referential integrity of SF
Suggested Solutions
Comments
Resolution
Related Requirements
Requirement of: GMMS
Process Flow

[Back to summary](#)

Requirement	44 Archival Authority Standards		
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team
Operational Requirement			
<p>Metadata transferred in SIPS from OGDs to TNA must be enhanced so that its quality is consistent with national and international archival standards.</p> <p>These standards include Authority files held in the Catalogue (PROCAT).</p>			
Benefits			
To enable consistency between metadata standards for electronic records and metadata standards for paper records			
Suggested Solutions			
Comments			
TNA may wish to make a new contribution to international fora [ICA] on metadata for electronic records			
Resolution			
Related Requirements			
Requirement of: SFP			

[Back to summary](#)

Requirement	45 Archival Authority Standards: export		
Priority	Desirable	Owner	Metadata and Cataloguing Project Team

Operational Requirement
The system should enable the supply of Authority Metadata from SF to external online resources
Benefits
To enable authority metadata relating to electronic records to contribute to national and international shared resources for archival authority metadata
Suggested Solutions
Comments
Resolution
Related Requirements
Requirement of: GMMS

[Back to summary](#)

Requirement	46 Governance		
Priority	Mandatory	Owner	Metadata and Cataloguing Project Team

Operational Requirement
<p>Metadata revisions must be in conformity with Freedom of Information (FOI) Act (2005) at http://www.nationalarchives.gov.uk/policy/foi/</p> <p>The Data Protection Act (1998) at http://www.nationalarchives.gov.uk/policy/dp/ and</p> <p>Public Records Act (2000) at http://www.nationalarchives.gov.uk/policy/act/</p>
Benefits
Essential to the legal and referential integrity of TNA
Suggested Solutions
Comments
Common to SFP and to the Catalogue (PROCAT) as a whole, but catalogue editors may need to be aware of specifics of the legislative framework which may direct their work
Resolution
Related Requirements
Requirement of: SFP

[Back to summary](#)