HISTORY FOR everyone.

DESCRIPTIVE METADATA FOR ELECTRONIC RECORDS

STATE HISTORICAL SOCIETY OF NORTH DAKOTA

DESCRIPTIVE METADATA

- Metadata is descriptive information about a digital object. Paper records sent to the Archives were in file folders with titles such as Meeting Minutes 2010 and a records control number. Without this descriptive information we would be unable to retrieve these records for you or the public in the future. There would be servers full of files with no means of locating them. Metadata help create accessibility to records.

- There are different types of metadata: descriptive, administrative, structural, technical, and preservation. This tutorial will focus on descriptive metadata.

- It is highly recommended that the metadata is embedded in the file. Adobe Photoshop, Adobe Bridge, and Microsoft Office products assist in embedding the metadata. If unable to embed metadata in the record, please provide an inventory containing the desired descriptive metadata for each file in the record transfer.

- File names will also help with describing the record.

DESCRIPTIVE METADATA

- Focus on who, what, where, and when.

- The descriptive metadata schema used at the State Archives is Dublin Core.
  - (http://dublincore.org/documents/usageguide/elements.shtml)

- The Dublin Core Elements that are important for accessibility are:
  - Title
  - Identifier
  - Date
  - Description
  - Location

- The required metadata fields for electronic records transfers to the State Archives is *Title.*

TITLE

- The *Title* is the name given to the resource by the creator. It may also be a descriptive phrase given by the contributing state agency.

- Enter the *Title* as the creator assigned it. If there is no creator given title, supply a brief description that includes the who, what, where, and when of the record.

Examples*:*

- CORE Meeting Minutes, February 2, 2016, Bismarck, N.D.
- William Guy presenting Ivan Dmitri with Theodore Roosevelt Roughrider Award, April 13, 1962, Dickinson, N.D.
- North Dakota National Guard members sandbag the Missouri River in Bismarck, N.D., May 23, 2011
- Parole Board Meeting Minutes, May 4, 2016, Bismarck, N.D.

IDENTIFIER

- The *Identifier* element is used to track the record control number of the digital object.
- Enter the record control number and description into the *Identifier* field.

<u>Examples</u>*:*
260201 Historical Audio/Visual Materials
140201 ND Economic Development Foundation-Admin
220101 Board Meeting Agendas/Meetings

DATE

- The *Date* captures the original date of the record. It is the date the original resource was created. In the case where an item was scanned, enter the date of the original, not the date it was scanned.

- Enter the *Date* the digital record was created. If it was scanned, enter the date of the creation of the item that was scanned. Please follow this format: MM-DD-YYYY

<u>Examples</u>*:*
01-27-2015 (if exact date of creation is known)
12-2002 (if month and year is known)
2013 (if only years is known)
Circa 1999 (if date is unknown but is within ten years of 1999)

DESCRIPTION

- The *Description* is a general explanation of the record. Use the description field only if the *Title* field does not supply an adequate description of record.

- Enter the *Description* of the digital record. It may be in paragraph form and describes the content and subjects of the item.

Examples*:*

- Scanned photograph of North Dakota National Guard members creating a dike near Fox Island in Bismarck, N.D. on May 26, 2011.
- Meeting minutes of the North Dakota Board of Cosmetology. Meeting was held in Fargo, N.D. in June 2010.

LOCATION

- The *Location* represents the geographic location of the content of the record. For example where a photograph was taken or where a meeting was held.

- Enter the *Location* of the record, including both city and state. If other locations, like Theodore Roosevelt National Park, are included, please note this as well. At the State Archives, we use terms from the *Library of Congress Authorities.* You can search the LOC Authorities here: http://authorities.loc.gov/

Examples*:*
Fargo N.D.
Garrison Dam N.D.
Theodore Roosevelt National Park N.D.
Missouri River
Red River of the North

FILE NAMING

Making sure the record has an identifiable file name is crucial. Please make sure that each file has a file name (not a computer generated name). In the file name, include the *Title* and *Identifier* information.

- Text Documents — Record Control #_Record Title_Description_Dates of Material
  Ex. 220101_State Auditing Board Minutes_1999-2004
- Photographic Files — Record Control #_Subject_Location_Date_Photographer
  Ex. 260201_Front Ave during hail storm_Bismarck ND_2001_Fred Johnson photo
- Audio Files — Record Control #_Subject_Interviewee_Date
  Ex. Rita Jones_closing of Red Owl Store in Dickinson ND_2014-07-04
- Video Files — Record Control #_Subject_Location_Date_Videographer
  Ex. 260201_Heritage Center construction_Bismarck ND_2011-09-04_Gwen Larson footage

INVENTORY TEMPLATE

- If embedding the descriptive metadata is not an option. Please provide an inventory of the files being transferred to the State Archives. Use SFN 60838 (5-2015) Electronic Records Transfer Information to inventory the records. SFN 60838 (5-2015) can be found here: http://www.history.nd.gov/archives/SFN-60838-ERecords-transfer.pdf