Technical Report

ISO/TR 23081-4

Information and documentation — Metadata for records —

Part 4: Report on metadata element sets

Information et documentation — Métadonnées pour les documents d'activité —

Partie 4: Rapport concernant les jeux d'éléments de métadonnées

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Foreword

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Information and documentation — Metadata for records —

Part 4:
Report on metadata element sets

1 Scope

This document provides an overview of the metadata element sets, developed in different countries and by different organizations according to the ISO 23081 series of standards.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 30300, *Information and documentation — Records management — Core concepts and vocabulary*

3 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO 30300 and the following apply.

ISO and IEC maintain terminology databases for use in standardization at the following addresses:

— ISO Online browsing platform: available at https://www.iso.org/obp

— IEC Electropedia: available at https://www.electropedia.org/

3.1
identifier
data, string or pointer that establishes the identity of an item, organization or person, alone or in combination with other elements

3.2
title
name given to a record, folder or class

3.3
subject
word or phrase indicating a topic associated with a registry object Typically, subject will be expressed as keywords, key phrases or classification codes from a controlled vocabulary or formal classification scheme.

3.4
description
creation of a representation of an object and its component parts

3.5
creator
any entity (corporate body, family or person) that created, accumulated and/or maintained records <document(s)> in the conduct of personal or corporate activity

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