Approaches to Metadata and Description for Government of Canada (GC) Digital Archival Records

Government Information Days

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Kat Timms, Senior Analyst and Team Lead
Leah Sander, Lead Archivist
Brian Clarke, Senior Archivist

Government Record Branch, Library and Archives Canada

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Library and Archives Canada   Bibliothèque et Archives Canada

Canada

Overview

1) Setting the stage

2) *Operational Standard on Digital Archival Records' Metadata*

3) Finding aids and description of digital archival government records

4) Department of National Defence (DND) Records, Documents and Information Management System (RDIMS) digital transfer project

5) Wrap-up

Setting the Stage

- Protecting and managing GC digital archival records before transfer to LAC

- Transfer procedures and standards

- Finding aids and description after acquisition

- Preserving and making digital archival government records accessible

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Operational Standard on Digital Archival Records' Metadata

Purpose

To identify the baseline of mandatory metadata for digital archival government records managed by Government of Canada institutions (GCIs) with valid disposition authorization (DA) coverage and destined for transfer to LAC.

Policy Relationships

Library and Archives Canada

- Transfer procedures
- File formats guidelines
- Operational standard for protecting digital archival records

Treasury Board Secretariat

- Service and Digital instruments
- Open Government directive
- Standard on Managing Metadata

GCI and LAC Activities

To be applied by IM, RK, and IT professionals in GCIs responsible for configuring recordkeeping infrastructure or systems and for doing records disposition.

To be evaluated by LAC archivists when triaging and processing incoming transfers of digital government archival records.

Metadata Requirements

Appendix C: 12 mandatory concepts

System-agnostic

Multiple formats

Applicable to items and aggregations

Summary of Requirements (1)

	Metadata Concept	Obligations
1	Classification Code	Mandatory where present for items Mandatory for aggregations
2	Creator	Mandatory where present for items Mandatory where present for aggregations Mandatory for transfers
3	Date/Time	Mandatory for items Mandatory where present for aggregations
4	Disposition Authorization	Mandatory where present for aggregations Mandatory for transfers
5	Extent	Mandatory for transfers
6	Format	Mandatory for items

Summary of Requirements (2)

	Metadata Concept	Obligations
7	Integrity	Mandatory for items (at transfer)
8	Language	Mandatory where present for items
9	Record Identifier	Mandatory for items Mandatory where present for aggregations
10	Rights Management	Mandatory where present for items Mandatory for aggregations
11	Technical Environment Information	Mandatory for aggregations
12	Title	Mandatory for items Mandatory where present for aggregations

Status and Next Steps

Standard was approved in November 2023	Confirm communication plan and release process	Scope and plan supplementary guidance

- For GCIs (upstream and at transfer)
- For LAC staff (triaging transfers)

Finding Aids and Description of Digital Archival Records

Traditional Archival Description

Provenance = Creator of the records

Original order = original organization of the records
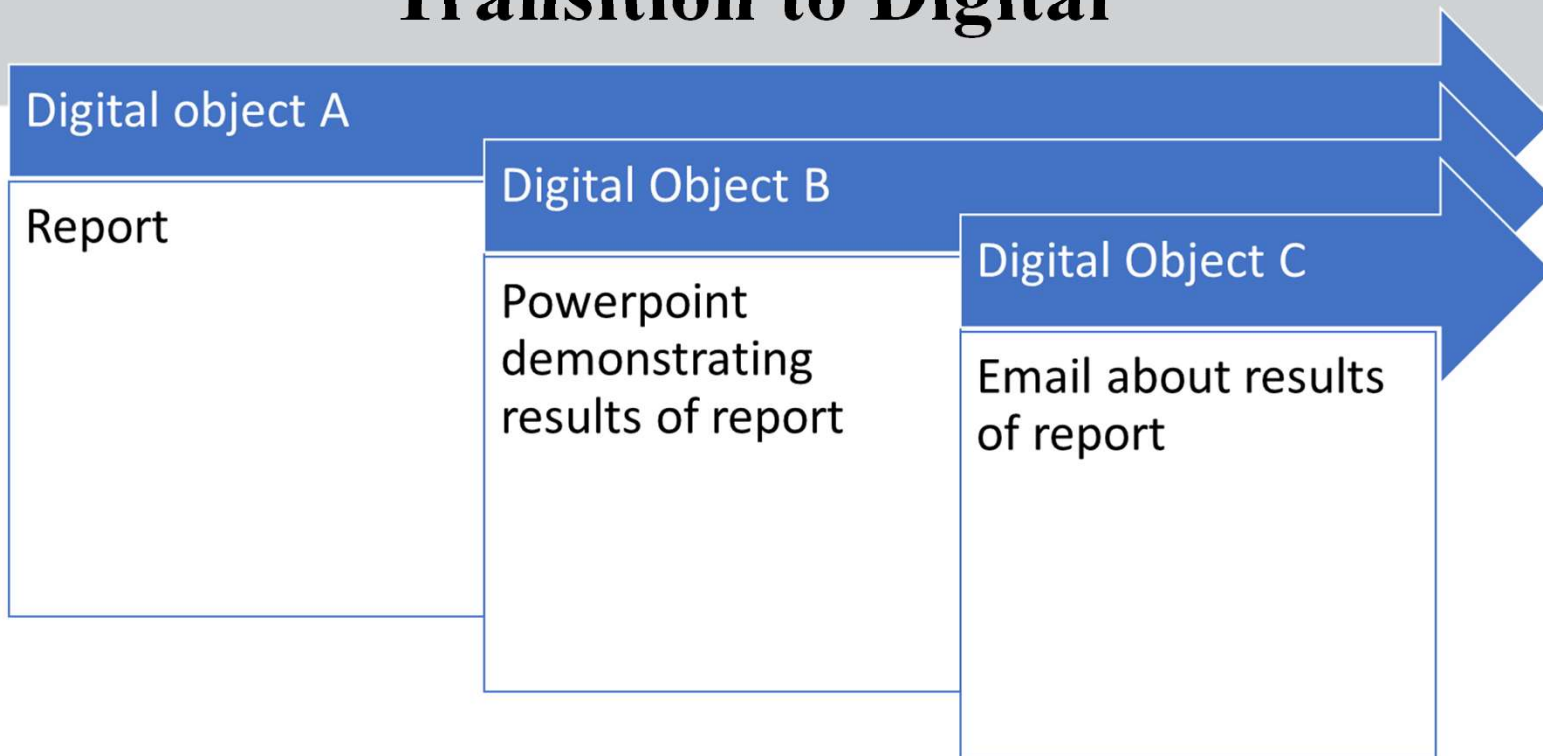
Fonds — Dept. of National Defence fonds

Series — CFB Borden series

File — General and Administration - Terms and Military Customs - Generally - HQ Camp Borden

Finding Aids

	A	B	C	D	E	F	G
1	**Detailed List: Textual records**						
2-3	**Box or Container Number**	**Classification Code** (file classification number, including prefix)	**File Part or Pocket** (if applicable)	**File Title** (including titles of all levels of file classification path)	**Date From** (yyyy-mm-dd)	**Date To** (yyyy-mm-dd)	**Security Classification** (select from drop-down list)
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							

Transition to Digital

Digital object A	Digital Object B	Digital Object C
Report	Powerpoint demonstrating results of report	Email about results of report

Abundance of Metadata

6	646568	RE: Warning Order - Ordre d'avertissement	MSG	.MSG	dzu801!.MSG	UNCLASSIFIED	NONE/NIL	2008-09-10 0:00	HITCHINS WILLIAM	Cohen MD@ADM(Fin CS) DGCSS@Ottawa-Hull	DIRECTOR GENERAL DEFENCE SECURITY	DIRECTEUR GÉNÉRAL - SÉCURITÉ DE LA DÉFEN	HITCHINS WI	eng	MICROSOFT	Correspondence
7	646673	RE: Business Continuity Plan	MSG	.MSG	dzx501!.MSG	UNCLASSIFIED	NONE/NIL	2008-05-14 0:00	HITCHINS WILLIAM	Cohen MD@ADM(Fin CS) DGCSS@Ottawa-Hull	DIRECTOR GENERAL DEFENCE SECURITY	DIRECTEUR GÉNÉRAL - SÉCURITÉ DE LA DÉFEN	HITCHINS WI	eng	MICROSOFT	Michael Coho
8	646678	RE: BCP Way Ahead	MSG	.MSG	dzx@01!.MSG	UNCLASSIFIED	NONE/NIL	2008-05-12 0:00	HITCHINS WILLIAM	Chamberlain SM@ADM(Fin CS) DGCSS@Ottawa-H	DIRECTOR GENERAL DEFENCE SECURITY	DIRECTEUR GÉNÉRAL - SÉCURITÉ DE LA DÉFEN	HITCHINS WI	eng	MICROSOFT	Sharon Cham
9	647038	Ref your voice mail	MSG	.MSG	dv9@01!.MSG	UNCLASSIFIED	NONE/NIL	2008-03-27 0:00	HITCHINS WILLIAM	Rayer LCol JDG@ADM(IM) J6 Coord@Ottawa-Hull	DIRECTOR GENERAL DEFENCE SECURITY	DIRECTEUR GÉNÉRAL - SÉCURITÉ DE LA DÉFEN	HITCHINS WI	eng	MICROSOFT	Message to Sh
10	647040	DND BCP Template	MSG	.MSG	dv9c01!.MSG	UNCLASSIFIED	NONE/NIL	2008-03-25 0:00	HITCHINS WILLIAM	Frazer SLM (Contractor)@ADM(Fin CS) DGCSS@@	DIRECTOR GENERAL DEFENCE SECURITY	DIRECTEUR GÉNÉRAL - SÉCURITÉ DE LA DÉFEN	HITCHINS WI	eng	MICROSOFT	Template, BC
11	647041	Inaugural Business Continuity Planning (BCP) Coordinator Forum / le Foru	MSG	.MSG	dv9d01!.MSG	UNCLASSIFIED	NONE/NIL	2008-03-18 0:00	HITCHINS WILLIAM	Cohen MD@ADM(Fin CS) DGCSS@Ottawa-Hull	DIRECTOR GENERAL DEFENCE SECURITY	DIRECTEUR GÉNÉRAL - SÉCURITÉ DE LA DÉFEN	HITCHINS WI	eng;fra	MICROSOFT	Michael Coho
12	647193	RE: BCP Content	MSG	.MSG	dvdl01!.MSG	UNCLASSIFIED	NONE/NIL	2007-12-04 0:00	HITCHINS WILLIAM	Cohen MD@ADM(Fin CS) DGCSS@Ottawa-Hull	DIRECTOR GENERAL DEFENCE SECURITY	DIRECTEUR GÉNÉRAL - SÉCURITÉ DE LA DÉFEN	HITCHINS WI	eng	MICROSOFT	Michael Coho
13	647195	BCP Returns	MSG	.MSG	dvdn01!.MSG	UNCLASSIFIED	NONE/NIL	2007-11-28 0:00	HITCHINS WILLIAM	Cohen MD@ADM(Fin CS) DGCSS@Ottawa-Hull	DIRECTOR GENERAL DEFENCE SECURITY	DIRECTEUR GÉNÉRAL - SÉCURITÉ DE LA DÉFEN	HITCHINS WI	eng	MICROSOFT	Status of BIA
14	647198	Essential versus Designated	MSG	.MSG	dvdq01!.MSG	UNCLASSIFIED	NONE/NIL	2007-11-27 0:00	HITCHINS WILLIAM	Walbourne DG@ADM(Fin CS) DSISSS@Ottawa-Hu	DIRECTOR GENERAL DEFENCE SECURITY	DIRECTEUR GÉNÉRAL - SÉCURITÉ DE LA DÉFEN	HITCHINS WI	eng	MICROSOFT	Request for es
15	647417	RE: Document version central	MSG	.MSG	dvjt01!.MSG	UNCLASSIFIED	NONE/NIL	2008-11-27 0:00	HITCHINS WILLIAM	Boettger MKP@ADM(Fin CS) DSCS@Ottawa-Hull	DIRECTOR GENERAL DEFENCE SECURITY	DIRECTEUR GÉNÉRAL - SÉCURITÉ DE LA DÉFEN	HITCHINS WI	eng	MICROSOFT	Correspondence
16	647418	RE: Document version central	MSG	.MSG	dvjv01!.MSG	UNCLASSIFIED	NONE/NIL	2008-11-27 0:00	HITCHINS WILLIAM	Cohen MD@ADM(Fin CS) DGCSS@Ottawa-Hull	DIRECTOR GENERAL DEFENCE SECURITY	DIRECTEUR GÉNÉRAL - SÉCURITÉ DE LA DÉFEN	HITCHINS WI	eng	MICROSOFT	Correspondence
17	647419	RE: L1 IM/IT Rear	MSG	.MSG	dvjv01!.MSG	UNCLASSIFIED	NONE/NIL	2008-12-02 0:00	HITCHINS WILLIAM	Cohen MD@ADM(Fin CS) DGCSS@Ottawa-Hull	DIRECTOR GENERAL DEFENCE SECURITY	DIRECTEUR GÉNÉRAL - SÉCURITÉ DE LA DÉFEN	HITCHINS WI	eng	MICROSOFT	Correspondence
18	648401	Draft L1 BCP - ADM (HR-Civ)	MSG	.MSG	dub501!.MSG	UNCLASSIFIED	NONE/NIL	2008-05-30 0:00	HITCHINS WILLIAM	Sheil RA@ADM(HR-Civ) COS@Ottawa-Hull	DIRECTOR GENERAL DEFENCE SECURITY	DIRECTEUR GÉNÉRAL - SÉCURITÉ DE LA DÉFEN	HITCHINS WI	eng	MICROSOFT	RA Sheil, Mic
19	648404	PA ADM (IM) - DRAFT BCP Submission (May 08)	MSG	.MSG	dub801!.MSG	PROTECTED A	NONE/NIL	2008-05-30 0:00	HITCHINS WILLIAM	Rayer LCol JDG@ADM(IM) J6 Coord@Ottawa-Hull	DIRECTOR GENERAL DEFENCE SECURITY	DIRECTEUR GÉNÉRAL - SÉCURITÉ DE LA DÉFEN	HITCHINS WI	eng	MICROSOFT	LCol Rayer, J
20	648829	RE: 2007 MAF ASSESSMENT	MSG	.MSG	dun101!.MSG	UNCLASSIFIED	NONE/NIL	2007-10-30 0:00	HITCHINS WILLIAM	Cohen MD@ADM(Fin CS) DGCSS@Ottawa-Hull	DIRECTOR GENERAL DEFENCE SECURITY	DIRECTEUR GÉNÉRAL - SÉCURITÉ DE LA DÉFEN	HITCHINS WI	eng	MICROSOFT	Michael Coho
21	648830	RE: 2007 MAF ASSESSMENT revisions	MSG	.MSG	dun201!.MSG	UNCLASSIFIED	NONE/NIL	2007-10-31 0:00	HITCHINS WILLIAM	Chamberlain SM@ADM(Fin CS) DGCSS@Ottawa-H	DIRECTOR GENERAL DEFENCE SECURITY	DIRECTEUR GÉNÉRAL - SÉCURITÉ DE LA DÉFEN	HITCHINS WI	eng	MICROSOFT	Sharon Cham
22	648834	BCP Action Plan Template	MSG	.MSG	dun601!.MSG	UNCLASSIFIED	NONE/NIL	2007-11-02 0:00	HITCHINS WILLIAM	Cohen MD@ADM(Fin CS) DGCSS@Ottawa-Hull	DIRECTOR GENERAL DEFENCE SECURITY	DIRECTEUR GÉNÉRAL - SÉCURITÉ DE LA DÉFEN	HITCHINS WI	eng	MICROSOFT	Michael Coho
23	648950	FW: MAF Remedial Action Plan	MSG	.MSG	duq801!.MSG	UNCLASSIFIED	NONE/NIL	2008-07-23 0:00	HITCHINS WILLIAM	Chamberlain SM@ADM(Fin CS) DGCSS@Ottawa-H	DIRECTOR GENERAL DEFENCE SECURITY	DIRECTEUR GÉNÉRAL - SÉCURITÉ DE LA DÉFEN	HITCHINS WI	eng	MICROSOFT	Sharon Cham
24	648951	RE: MAF Remedial Action Plan	MSG	.MSG	duqf01!.MSG	UNCLASSIFIED	NONE/NIL	2008-07-23 0:00	HITCHINS WILLIAM	Chamberlain SM@ADM(Fin CS) DGCSS@Ottawa-H	DIRECTOR GENERAL DEFENCE SECURITY	DIRECTEUR GÉNÉRAL - SÉCURITÉ DE LA DÉFEN	HITCHINS WI	eng	MICROSOFT	Sharon Cham
25	650773	Reminder MRADP 7 March 08 1330-1600 Conf Room D	MSG	.MSG	dy5101!.MSG	UNCLASSIFIED	NONE/NIL	2008-02-29 0:00	HITCHINS WILLIAM	Sabourin LCol PC@CFSU(O) HQ@Ottawa-Hull	DIRECTOR GENERAL DEFENCE SECURITY	DIRECTEUR GÉNÉRAL - SÉCURITÉ DE LA DÉFEN	HITCHINS WI	eng	MICROSOFT	Link to Remin
26	650774	MRADP CFSU(O) - Minutes: Steering Committee Meeting (March 7, 2008)	MSG	.MSG	dy5201!.MSG	UNCLASSIFIED	NONE/NIL	2008-03-10 0:00	HITCHINS WILLIAM	Laker, David	DIRECTOR GENERAL DEFENCE SECURITY	DIRECTEUR GÉNÉRAL - SÉCURITÉ DE LA DÉFEN	HITCHINS WI	eng;fra	MICROSOFT	David Laker
27	631346	LEVEL 0 BCP Secretariat Progress Briefing	PPT	.PPT	dj5#01!.PPT	UNCLASSIFIED	NONE/NIL	2010-02-27 0:00	HITCHINS WILLIAM	Bill Hitchins	DIRECTOR GENERAL DEFENCE SECURITY	DIRECTEUR GÉNÉRAL - SÉCURITÉ DE LA DÉFEN	HITCHINS WI	eng	MICROSOFT	LEVEL 0 BCP S
28	631380	DND/CF L0 and L1 BCP Template v1	DOC	.DOC	dj6c01!.DOC	UNCLASSIFIED	NONE/NIL	2008-09-12 0:00	HITCHINS WILLIAM	BCP Secretariat	DIRECTOR GENERAL DEFENCE SECURITY	DIRECTEUR GÉNÉRAL - SÉCURITÉ DE LA DÉFEN	HITCHINS WI	eng	MICROSOFT	DND/CF L0 an
29	631403	DND/CF BIA L2/L3 template	DOC	.DOC	dj6z01!.DOC	UNCLASSIFIED	NONE/NIL	2009-04-15 0:00	HITCHINS WILLIAM	BCP Secretariat	DIRECTOR GENERAL DEFENCE SECURITY	DIRECTEUR GÉNÉRAL - SÉCURITÉ DE LA DÉFEN	HITCHINS WI	eng	MICROSOFT	DND/CF BIA L
30	631433	DND/CF BIA Template v2	DOC	.DOC	dj7t01!.DOC	UNCLASSIFIED	NONE/NIL	2009-06-12 0:00	HITCHINS WILLIAM	BCP Secretariat	DIRECTOR GENERAL DEFENCE SECURITY	DIRECTEUR GÉNÉRAL - SÉCURITÉ DE LA DÉFEN	HITCHINS WI	eng	MICROSOFT	DND/CF BIA T
31	631439	AIDE-Memoire for Level 2 and 3 BCP	DOC	.DOC	dj7z01!.DOC	UNCLASSIFIED	NONE/NIL	2009-06-12 0:00	HITCHINS WILLIAM	BCP Secretariat	DIRECTOR GENERAL DEFENCE SECURITY	DIRECTEUR GÉNÉRAL - SÉCURITÉ DE LA DÉFEN	HITCHINS WI	eng	MICROSOFT	AIDE-Memoir
32	645500	ADM (PA) BCP BIA	MSG	.MSG	dz2k01!.MSG	UNCLASSIFIED	NONE/NIL	2007-11-30 0:00	HITCHINS WILLIAM	MacEachern Maj D@CANSOFCOM@Ottawa-Hull	DIRECTOR GENERAL DEFENCE SECURITY	DIRECTEUR GÉNÉRAL - SÉCURITÉ DE LA DÉFEN	HITCHINS WI	eng	MICROSOFT	Correspondence
33	645548	RE: ADM (IE) BCP Submission	MSG	.MSG	dz3u01!.MSG	UNCLASSIFIED	NONE/NIL	2007-11-28 0:00	HITCHINS WILLIAM	Nadeau Maj JRY@ADM(IE) DIECS@Ottawa-Hull	DIRECTOR GENERAL DEFENCE SECURITY	DIRECTEUR GÉNÉRAL - SÉCURITÉ DE LA DÉFEN	HITCHINS WI	eng	MICROSOFT	Correspondence

Future Directions

RiC-CM v0.2: a partial overview

Created by ICA-EGAD in September 2020.
This diagram is licensed under a Creative Commons Attribution 4.0 International License.
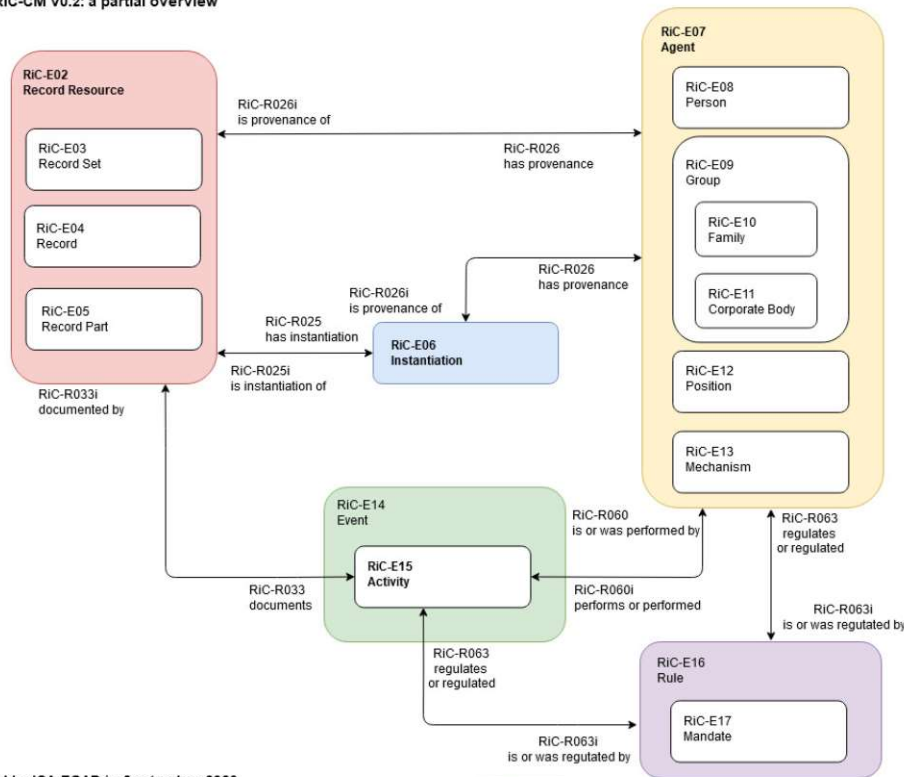
International Council of Archives, Records in Contexts – Conceptual Model, v0.2 diagram_RiC-CM-overview-RiC-v0-2.jpg (1483×806) (raw.githubusercontent.com)

DAMS Pilot Project: Department of National Defence Digital Records

LAC's DAMS: What It Is

- LAC's **Digital Asset Management System (DAMS)** is a suite of tools to improve the efficiency of digital acquisitions, processing, preservation, and access functions.

- The DAMS specifically addresses the dual challenge of **limited human resources** for processing and **a significant increase in digital records**.

- Current pilot project: first attempt to **process archival government records** in the DAMS.

Background: DND Records

- Digital records acquired from DND's Vice Chief of Defence Staff in 2022

- 1st transfer from DND of records managed in RDIMS

- Healthy metadata

- Records processed to minimal level of description

Background: DND Digital Records

Record Information – Details

Date(s):	2007-2011.
Place of creation:	Canada
Extent:	459 MB of textual records (735 documents)
Language of material:	English
Finding aid:	Show detail
Additional information:	Hide detail

General Note:

This accession consists of records created and/or maintained by the Director Defence Security (DSS), a unit under the Vice Chief of the Defence Staff (VCDS). The records are arranged according to the DND/CF subject file classification system. The accession includes electronic records acquired out of an electronic document and records management system (EDRMS) under file primary 3122 - PLANS, OPERATIONS AND READINESS - PLANS AND READINESS - DEFENCE PLANS - BUSINESS CONTINUITY PLANNING. Documents include presentations to senior management, electronic correspondence, project planning documents.

Source: Government

What's Been Done So Far?

- Arrangement & description
  - Leveraging metadata to create file-level descriptions/finding aids
- Records ingested into DAMS
  - Folder hierarchy created to match arrangement structure in our catalogue
  - Reformatting metadata into XML files (using MODS templates)

What's Been Done So Far?

Next Steps

- How will DAMS connect with Collections Search?

- How will we serve files (i.e. aggregates) up to clients?

- Future pilot projects
  - Closed records?
  - Direct transfers?
  - Non-textual records?

Wrap-up

Records managed by GC departments → **Archival records preserved in LAC's DAMS** → **Records accessed by Canadians**

THANK YOU!

Contact us with questions or comments:

- katherine.timms@bac-lac.gc.ca
- leah.sander@bac-lac.gc.ca
- brian.clarke3@bac-lac.gc.ca

Library and Archives Canada

550 de la Cité Boulevard
Gatineau (Québec) J8T 0A7

Telephone: 613-996-5115 or 1-866-578-7777
TTY: 613-992-6969 or 1-866-299-1699
Fax: 613-995-6274

Our website: www.library-archives.canada.ca

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