



# 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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# Sample Document

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## Foreword

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The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see [www.iso.org/directives](http://www.iso.org/directives)).

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This document was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 11, *Archives/records management*.

A list of all parts in the ISO 23081 series can be found on the ISO website.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at [www.iso.org/members.html](http://www.iso.org/members.html).

# 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

[SOURCE: ISO 5127:2017, 3.7.1.06]