**Title: State of Hawai'i DRAFT Recordkeeping Metadata Standard
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A. Executive Summary

The Hawai'i Recordkeeping Metadata Standard was developed to facilitate records management by Hawai'i government entities at any level of government. It was developed from the (Minnesota Recordkeeping Metadata Standard, IRM Standard 20, Version 1.2) and shares many of its elements with other metadata standards, such as the Dublin Core. This standard takes a pragmatic approach that balances the need to address such issues as access restrictions, data practices, and records retention and disposition, while limiting the number of required fields to allow for easy implementation. In striking this balance, the standard enables the practical implementation of statutory mandates for records management. As well, use of the standard brings many other benefits such as:

- facilitation of data sharing where authorized,
- enhanced efficiency with respect to location, evaluation, and retrieval of records, and
- guidance for consultants, vendors, and system designers.

The standard is comprised of thirteen optional elements.

B. Introduction

B.1 Hawai'i Context for Recordkeeping Metadata

Records management is a statutory obligation of every government entity in Hawai'i. Government records must be created, preserved, retained, and disposed of as required by law. Records have a distinct legal and administrative status. This may not be true of all information and documents in an information system. Therefore, records must be managed as important resources with special requirements that may be distinct from other information resources. One tool to aid in the proper management of records is metadata.

Metadata is often defined as "data about data." To elaborate, it is descriptive information that facilitates management of, and access to, other information. A traditional example of metadata would be the bibliographic information found in card catalogs. Recordkeeping metadata facilitates such records management actions as discovery, preservation, and disposition. While optimum metadata for any particular record set may vary, such information often includes items like the name of the record creator, date and time of creation, record identifier, key words, location, and disposal information. It can also give reference to applicable policies and laws.

Without adequate metadata, a number of records management problems can arise, particularly with respect to electronic records. To list a few examples, it may be difficult to: locate and evaluate records, pinpoint the official record when multiple copies exist, determine whether a record has been modified since its creation, determine who should have access to a record, and carry out the proper disposition of a record (e.g., archive, destroy) at the end of its retention period. Recordkeeping requirements and associated metadata are best designed into a system as part of its core functionality, not as a tacked-on afterthought.

B.2 Purpose of Standard

Standardized recordkeeping metadata offers several benefits, including facilitating:
- the practical implementation of statutory records management mandates;
- proper access to records with respect to the requirements of the Uniform Information Practices Act (Chapter 92F, Hawai'i Revised Statutes) and other access restrictions;
- authorized data sharing within and across agencies;
- preservation of records within their retention period;
- efficient and timely disposition of records past their retention period;
- auditing of government activities;
- location and retrieval of records for agency use and public access;
- evaluation and use of records with respect to legal admissibility and evidence;
- cost reduction through elimination of redundancy and unnecessary storage; and
- standardized guidance for system developers, consultants, and vendors.

B.3 Audience

This standard is intended for information resource management executives and staff, records managers, librarians, and data practices compliance officials.

B.4 Applicability

This standard is applicable to electronic recordkeeping systems or hybrid records management systems encompassing records in multiple formats such as paper and electronic. It accommodates both public records and records with restricted access. The standard is designed to be used by any Hawai'i government entity at any level of government.

B.5 General Introduction to Standard

The Hawai'i Recordkeeping Metadata Standard is designed to be flexible, meaning that it can be used in a variety of implementation settings, including hybrid systems where records exist in multiple formats (e.g., electronic and paper) and environments where specialized commercial software is employed for records management, document management, and/or content management purposes.

It does not prescribe rules for the order in which agencies should apply metadata elements to records either from a system or workflow perspective; these are decisions that should be guided by agencies' business rules. It is likely that metadata will accumulate over time for any particular record or record series, with many elements being automatically captured or input at the time of creation and others being added over time as appropriate. Many of the elements and sub-elements defined in the standard can be applied to a record more than once to allow for adequate description.

Extensibility is another feature of the standard. Several of the metadata elements and sub-elements allow agencies to extend the given value lists to accommodate their own unique business needs and environments. Additionally, agencies may add new elements or sub-elements

as needed. If agencies anticipate the routine sharing of metadata with others, they may wish to coordinate such extensions with their partners.

Several elements of the Hawai'i Recordkeeping Metadata Standard have counterparts in other metadata standards used by the government entities of other states, particularly the Dublin Core Metadata Element Set (used to describe electronic information resources) and the Minnesota Recordkeeping Metadata Standard. The relationship between these standards is summarized in table form in Section J, Appendix J.2 (*Table of Element Mappings to the Dublin Core Metadata Element Set and the Minnesota Recordkeeping Metadata Standard*).

It should be noted that in many cases, agencies using other metadata standards will have mechanisms already in place for capturing many of the required recordkeeping metadata elements.

C. Acknowledgments

The State of Hawai'i Recordkeeping Metadata Standard is based upon the State of Minnesota Recordkeeping Metadata Standard: IRM Standard 20, Version 1.2. The Minnesota Recordkeeping Metadata Standard is directly based upon the one developed by the National Archives of Australia (NAA), the *Recordkeeping Metadata Standard for Commonwealth Nations*, version 1.0, May 1999 (available through http://www.naa.gov.au). The standard development committee is grateful to the NAA for the permission to revise and adopt that publication, and for the valuable advice and comments offered by that organization's staff.

Several Hawai'i government entities participated in the development of this standard, which was coordinated by the Hawai'i State Department of Accounting and General Services (DAGS), Archives Division. Participating on the standard development committee were representatives of: the DAGS Archives Division and Information and Communication Services Division (ICSD); the University of Hawai'i at Mānoa, and the City and County of Honolulu.

D. References

D.1 Sources for Related Information on Records Management

Minnesota Recordkeeping Metadata Standard; IRM Standard 20, Version 1.2.

D.2 Sources for Information on Other Metadata Standards

E. Public Policy: Applicable Hawai'i Laws

E.1 Disposition of Government Records

§94-3, HRS, Disposal of government records generally: This statute authorizes the State Comptroller to determine the disposition of records of State agencies, except the Judiciary and the Legislative branch of government. If requested, the Comptroller shall provide assistance to the Legislative branch in establishing policies relating to the disposal of government records.

§602-5.5, HRS, Judiciary records: This statute authorizes the Supreme Court to "determine whether, and the extent to which, the judiciary, will create, accept, retain, or store in electronic form any case, fiscal, and administrative records and convert written case, fiscal, and administrative records to electronic records," and "determine the care, custody, and disposition of all judiciary case, fiscal, and administrative records."

§46-43, HRS, County records.
- (a) Notwithstanding the provisions of any other law to the contrary, the county legislative body shall determine whether, and the extent to which, the county shall create, accept, retain, or store in electronic form any records and convert records to electronic form.
- (b) The director of finance of each county, with the approval of the legislative body and the legal advisor of the county, may authorize the destruction by burning, machine shredding, chemical disintegration, or other acceptable method of disposal of:
  - (1) All warrants of the county that have been paid and that bear any date ten years prior to the date of destruction; and
  - (2) All bonds and interest coupons of the county that have been canceled or paid and that bear any date two years prior to the date of destruction.
- (c) The director of finance, with the approval of the county legislative body and the county's legal advisor, shall determine the care, custody, and disposition of other county records and may destroy all vouchers, documents, and other records or papers, exclusive of records required either by law or by the legislative body of the county to be permanently retained, that have been on file or retained for a minimum period to be determined by the legislative body of the county by resolution.

§92-29, HRS, Reproduction of government records. Any public officer having the care and custody of any record, paper, or document may cause the same to be photographed, microphotographed, reproduced on film, or copied to an electronic format. Any device or electronic storage system used to copy or reproduce the record, paper, or document shall accurately reflect the information in the original thereof in all details.

§92-30, HRS, Copy deemed original record. A photograph, microphotograph, reproduction on film, or electronic copy of a government record shall be deemed to be an original record for all purposes, including introduction in evidence in all courts or administrative agencies. A transcript, exemplification, facsimile, or certified copy thereof, for all purposes recited in this section, shall be deemed to be a transcript, exemplification, facsimile, or certified copy of the original record.

§92-31, HRS, Disposition of original record. A photograph, microphotograph, reproduction on film, or electronic form of a government record shall be placed in conveniently accessible files and provisions made for preserving, examining, and using the same. Thereafter, a public officer, after having first received the written approval of the comptroller as provided in section 94-3, may cause such record, paper, or document to be destroyed. The comptroller may require, as a prerequisite to the granting of such approval, that a reproduction or print of such photograph, microphotograph, or reproduction on film, or electronic form of the record be delivered into the custody of the public archives for safekeeping. The comptroller may also require the delivery into the custody of another governmental department or agency or a research library of any such record, paper, or document proposed to be destroyed under provisions of this section.

E.2 Access to Government Records

Chapter 92F, *HRS, Uniform Information Practices Act (Modified)*: This chapter concerns access to government records, including "personal records" maintained by a government agency. The Office of Information Practices administers this chapter as authorized under *§92F-41, HRS, Office of information practices; established* and *§92F-42, Powers and duties of the office of information practices*.

E.3 Uniform Electronic Transactions Act

Chapter 489E, *HRS, Uniform Electronic Transaction Act*: This chapter, with exceptions, applies to electronic records and electronic signatures relating to a *transaction*. A *transaction* is "an action or set of actions occurring between two or more persons relating to the conduct of business, commercial, or governmental affairs."

F.   Definitions

Agency: Any government entity at any level of government.

Authentication: The process of identifying an individual, of verifying that the individual is who he or she claims to be.

Encryption: The translation of a record into a secret code.

Electronic Record: "A record created, generated, sent, communicated, received or stored by electronic means." (*Uniform Electronics Transaction Act, §489E-2, HRS*)

Enterprise Technical Architecture: A logically consistent set of principles, practices, standards, and guidelines that are derived from business requirements and that guide the engineering of an organization's information systems and technical infrastructure

Government Record: "Information maintained by an agency in written, auditory, visual, electronic, or other physical form." (*Uniform Information Practices Act, §92F-3, HRS*)

Information: Data, text, images, sounds, codes, computer programs, software, databases, or the like.

Metadata: Data about data. Information that is used to facilitate intellectual control of, and structured access to, other information.

Non-Record: Data and information that does not become part of an official transaction, library and museum material made or acquired and kept solely for reference or exhibit purposes, extra copies of documents kept only for convenience of reference and stock of publications and processed documents.

Personal Record: "Any item, collection, or grouping of information about an individual that is maintained by any agency. It includes, but is not limited to, the individual's education, financial, medical, or employment history, or items that contain or make reference to the individual's name, identifying particular assigned to the individual, such as a finger or voice print or a photograph." (*Uniform Information Practices Act, §92F-3, HRS*)

Record: All cards, correspondence, discs, maps, memoranda, microfilms, papers, photographs, recordings, reports, tapes, writings and other data, information or documentary material, regardless of physical form or characteristics, storage media or conditions of use, made or received by an officer or agency of the state and an officer or agency of a county, city, town, school district, municipal subdivision or corporation or other public authority or political entity within the state pursuant to state law or in connection with the transaction of public business by an officer or agency.

Record Series: Records arranged according to a filing system or kept together because they relate to a particular subject or function or result from the same activity.

Recordkeeping: The act or process of creating, maintaining, and disposing of records. See also "Records Management."

Records Management: The planning, controlling, directing, organizing, training, promoting, and other managerial activities related to the creation, maintenance, use, and disposition of records. See also "Recordkeeping."

Records Retention Schedule: A plan for the management of records listing types of records and how long they should be kept, the purpose of which is to provide continuing authority to dispose of or transfer records to the State Archives or equivalent agency.

Registration: The record is formally captured by or created in the recordkeeping system.

System-Assigned: A process in which the system, following business rules, automatically enters a value for a particular element/sub-element.

Transaction: An action or set of actions occurring between two or more persons relating to the conduct of business, commercial, or governmental affairs (*Uniform Electronics Transaction Act §489E-2, HRS, Definitions*).

URI: Uniform Resource Identifier, the generic name for all types of names and addresses that refer to resources on the World Wide Web, including Uniform Resources Locators (URLs) and Uniform Resource Names (URNs). See http://www.w3.org/Addressing

G. Standard Requirements

G.1 Explanation of Metadata Element/Sub-Element Structure

The Hawai'i Recordkeeping Metadata Standard consists of thirteen optional elements. In addition, many of these elements contain a number of sub-elements. There are a total of twenty-eight sub-elements. Many elements and sub-elements are inter-related, and the assignment of a value to any given one may require the simultaneous assignment of a value to another. Section J, Appendix J.1 (*Table of Element Inter-Relationships*) offers a high-level summary of these relationships to help guide decisions on which elements to implement. All elements and sub-elements are designated as optional to provide flexibility to use only those that best-suit each agency.

The word "should" in technical descriptions of elements and sub-elements is used to denote desirable, but not mandatory states, conditions, or objectives.

G.2 Elements

Each recordkeeping metadata element is described in Section I using the following structure:

Definition: Describes the information that is captured in the element.

Purpose: Indicates what will be achieved by using the element.

Rationale: Gives reasons for the use of the element.

Obligation: Agencies are not required to implement optional elements unless they have business reasons for doing so.

Applicability: Indicates the level(s) of aggregation of record description at which the element is applicable.

Use Conditions: Denotes any conditions that must be in place prior to using the element, including reliance on defined values for other elements or sub-elements, and any effects that use of the element will have on the values of other elements or sub-elements.

Repeatable: Denotes whether or not the element may be used more than once in describing the same record or record series.

Sub-elements: Lists any sub-elements that are applicable to the element and indicates each sub-element's obligations for implementation and any schemes (standards or methods) that may be used to encode that sub-element. In cases where an element has no sub-elements, appropriate schemes are indicated at the element level.

Comments: Provides additional information to aid in the understanding of the purpose and use of the element.

G.3 Sub-Elements

Each recordkeeping metadata sub-element is described in Section I using the following structure:

Definition: Provides a short description of the information that should be captured in the sub-element.

Purpose: Provides short statements of what will be achieved by using the sub-element. Sometimes also includes the rationale for its use.

Obligation: All sub-elements are optional (i.e., use can be decided by individual agencies based on their specific business requirements).

Use Conditions: Denotes any conditions that must be in place prior to using the sub-element, including reliance on defined values for other elements or sub-elements, and any effects that use of the sub-element will have on the values of other elements or sub-elements.

Assigned Values: Lists and defines any values which can be used for the sub-element (some assigned values are undefined because they are self-explanatory). In many cases the lists are extensible, and new values may be added by agencies to meet specific business requirements. Not all sub-elements have assigned values.

Default Value: Provides a pre-selected value for the sub-element. A value will remain as the default unless changed by an individual or the system in response to other requirements. In cases where no default value is listed, agencies may select their own value.

Repeatable: Denotes whether or not a particular sub-element may be used more than once in describing the same record at a single point in time.

Assigned By: Denotes whether the value of the sub-element is assigned automatically (system-assigned), or whether it is assigned by an individual, either by selecting the value from a pick-list or by entering the value manually.

Schemes: Indicates any defined standards or methods that may be used to encode the sub-element.

Comments**: Provides additional information to aid in the understanding of the purpose and use of the sub-element.**

H. Summary List of Metadata Elements

The following lists each element with all of its sub-elements, and displays the obligation for implementing each one. Full descriptions of each element and its corresponding sub-elements are available in Section I.

1. **AGENT**
   1.1   Entity Name
   1.2   Personal Name

2. **RIGHTS MANAGEMENT**
   2.1 Access Restriction
   2.2 Suspension Orders
   2.3 Encryption Details

3. **TITLE**

4. **SUBJECT**

5. **DESCRIPTION**

6. **RELATION**
   6.1 Aggregation Level
   6.2 Related Item ID
   6.3 Relation Type
   6.4 Relation Description

7. **DATE**

8. **FORMAT**
   8.1 Content Medium
   8.2 Data Format
   8.3 Storage Medium
   8.4 Software and Version
   8.5 Extent

9. **RECORD IDENTIFIER**
   9.1 Record Number
   9.2 Other Document Numbers

10. **MANAGEMENT HISTORY**
    10.1 Event Date/Time
    10.2 Event Type
    10.3 Event Description
    10.4 Party Responsible

11. **USE HISTORY**
    11.1 User Identification
    11.2 Use Date/Time
    11.3 Use Type

11.4 Use Description

12. LOCATION

13. DISPOSAL
13.1 Retention Schedule
13.2 Retention Period
13.3 Disposal Action
13.4 Disposal Due Date

I. Details of Individual Metadata Elements

1. AGENT

Definition	An agency or organizational unit responsible for some action on or usage of a record. An individual who performs some action on a record, or who uses a record in some way.
Purpose	To ensure accountability for recordkeeping decisions and actions. In conjunction with elements 7. DATE, 10. MANAGEMENT HISTORY and, when used, 11. USE HISTORY, to provide context for the creation, management, and use of records. To act as an access point for users. For example, to enable users to search for all recordkeeping actions performed by particular agents on particular records, or to search for all records that have been accessed by a particular agent.
Rationale	In order to meet regulatory and business requirements and community expectations for recordkeeping, agencies must be able to document corporate and personal responsibilities for actions taken on, and usage made of, records from creation through to disposal.
Obligation	Optional, but strongly recommended
Applicability	Applicable at the record and/or record series level.
Use Conditions	Use each time an action is performed on a record or a use is made of a record. Use in conjunction with elements 7. DATE, 10. MANAGEMENT HISTORY and, when used, 11. USE HISTORY. This element should be linked to elements 6. RELATION and 9. RECORD IDENTIFIER.
Repeatable?	Yes

Sub-Elements	Name	Obligation	Schemes
	1.1 Entity Name	Optional	Agency-defined schemes
	1.2 Personal Name	Optional	Agency-defined schemes

Comments	-

1.1 ENTITY NAME

Definition	The name of the agent's agency.
Purpose	To identify the agent's agency which owns and keeps the records and/or which is responsible for actions carried out on the records. To provide contextual information about the creation, management, and use of records. To ensure accountability for recordkeeping actions at the entity level.
Obligation	Optional, but strongly recommended
Use Conditions	-
Assigned Values	Free text

Default Value	-
Repeatable?	Yes
Assigned By	Entered by recorder
Schemes	Agency-defined schemes
Comments	It is recommended that this sub-element be used to facilitate the linking of agent details to actions on records recorded in element 10. MANAGEMENT HISTORY and, where used, element 11. USE HISTORY.

1.2 PERSONAL NAME

Definition	The name of an individual who performs some action.
Purpose	To identify the person(s) who carry out actions on records. To enable searches on all actions carried out by a particular person. To provide contextual information about the creation, management, and use of records. To ensure accountability for recordkeeping actions at the operational level.
Obligation	Optional
Use Conditions	-
Assigned Values	-
Default Value	The name of the person logged into the recordkeeping system and performing the specific action on the record.
Repeatable?	Yes
Assigned By	System-assigned (taken from system logon details)
Schemes	Agency-defined schemes
Comments	Agencies will need to allow for anonymous users and users without an assigned or associated government entity.

2. RIGHTS MANAGEMENT

Definition	Legislation, policies, and caveats that govern or restrict access to or use of records.
Purpose	To facilitate the proper and appropriate management of records. To alert users to restrictions on access and use of records.
Rationale	Access to and use of records must be managed in accordance with state and federal laws, and business and security policies.
Obligation	Optional, but strongly recommended
Applicability	Applicable at the record and/or record series level.
Use Conditions	The values contained in the sub-elements reflect the status of access and usage rights for the records as of the action date. The values should be able to be changed by an authorized agent ("authorized agent" shall be agency-defined). When values for access and usage rights are changed, the old values should be stored in element 11. MANAGEMENT HISTORY. This element should also be linked to elements 6.1. AGGREGATION LEVEL, 9. RECORD IDENTIFIER and 13. DISPOSAL.
Repeatable?	Yes

Sub-Elements	Name	Obligation	Schemes
	2.1 Access Restriction	Optional	Public/Restricted
	2.2 Suspension Orders	Optional	Cite suspension orders
	2.3 Encryption Details	Optional	Agency-defined schemes

Comments	Should a record's classification change due to change in legislation or other action, a new metadata record is written noting the new classification. The original metadata record will refer to the new one, and the change will be documented in element 10. MANAGEMENT HISTORY.

2.1 ACCESS RESTRICTION

Definition	Defines the nature of access of a record as "Public" and open to the general public, or "Restricted" and restricted to authorized personnel only.
Purpose	To protect privacy and security concerns while maintaining open access to as much information as possible.
Obligation	Optional, but strongly recommended
Use Conditions	
Assigned Values	Public, Restricted
Default Value	Public
Repeatable?	No
Assigned By	System-assigned. Changes to the default value shall be manually selected from a pick-list by an authorized agent such as the Record Content Author or Record Owner.

Schemes	Cite Hawai'i laws that address access to government records (e.g., *Hawai'i Revised Statutes, HRS, Chapter 92F*).
Comments	*Chapter 92F, HRS, Uniform Information Practices Act (Modified)* is the legal authority on access to government records. The Office of Information Practices, under *§92F-41* and *§92F-42*, administers *Chapter 92F, HRS*.

2.2 SUSPENSION ORDERS

Definition	To flag items that are subject to suspension orders and to identify the suspension order that apply to that record.
Purpose	To comply with legal restrictions related to the retention of records under a suspension order.
Obligation	Optional, but strongly recommended
Use Conditions	
Assigned Values	-
Default Value	-
Repeatable?	Yes
Assigned By	Agent-assigned
Schemes	
Comments	

2.3 ENCRYPTION DETAILS

Definition	Information, or pointers to information, about how a record has been encrypted.
Purpose	To enable decryption (and hence, access) if the record is stored in the recordkeeping system in an encrypted state. To enable re-encryption if the record is stored in the recordkeeping system in a decrypted state, but needs to be moved to another system or location.
Obligation	Optional
Use Conditions	-
Assigned Values	-
Default Value	-
Repeatable?	No
Assigned By	Agency
Schemes	Agency-defined schemes
Comments	This sub-element could be used either to record the encryption details themselves (if the recordkeeping system is considered sufficiently secure), or to record the location of the encryption details that are stored outside the recordkeeping system. Changes in encryption should be recorded with element 10, sub-elements 10.1 – 10.4.

RIGHTS MANAGEMENT Examples

2.1	Access Restrictions	Public *(§92F-12, HRS, Disclosure required)*
		Restricted *(§92F-13, HRS, Government records; exceptions to general rule)*
2.2	Suspension Orders	Judge's order to seal documents.
2.3	Encryption Details	Document management system encryption scheme

3. TITLE

Definition	The words used to name the record.
Purpose	To identify the record by its official title. To enable searching on a title or title words. To describe the functions, activities, and/or subjects documented in the record.
Rationale	For ease and speed of identification, and to facilitate control, a record must have a title that is representative of its contents.
Obligation	Optional, but strongly recommended
Applicability	Applicable at the record and/or record series level.
Use Conditions	The element should be linked to elements 6.1. AGGREGATION LEVEL and 9. RECORD IDENTIFIER.
Repeatable?	No
Sub-Elements	-
Default Value	-
Assigned By	In the case of records, manually entered by the Record Content Author. In the case of record series, manually entered by an authorized agent such as a Record Registrar or Records Manager.
Schemes	Free text, agency-defined schemes
Comments	The element 4. SUBJECT may provide access at the individual keyword or descriptor level.

4. SUBJECT

Definition	The subject matter or topic of a record.
Purpose	To concisely and accurately describe a record's content. To act as an access point at a finer level of detail than that provided by the elements 3. TITLE or 5. DESCRIPTION.
Rationale	Some users may require searching capability at individual subject term level in addition to the title.
Obligation	Optional, but strongly recommended
Applicability	Applicable at the record and/or record series level.
Use Conditions	This element shall be linked to elements 6.1 AGGREGATION LEVEL and 9. RECORD IDENTIFIER.
Repeatable?	Yes (3 to 5 entries)
Sub-Elements	-
Default Value	-
Assigned By	Assigned manually by the Record Content Author or system-assigned
Schemes	Scheme Name	Definition
	Free Text	Uncontrolled terms or natural language, such as keywords.
	Agency-Defined	-
Comments	Users should be able to search for records by subject terms. Further subject terms – as many as are required to adequately describe the topic(s) covered by the content of the record – may be assigned.

5. DESCRIPTION

Definition	An account, in free text prose, of the content and/or purpose of the record.
Purpose	To provide a concise summarization or abstract. To enable searching based on words and phrases describing the record.
Rationale	Allows for more detail than that provided by the use of a title alone. Provides a means of describing high-level aggregations of records.
Obligation	Optional, but strongly recommended to facilitate searching.
Applicability	Applicable at the record and/or record series level.
Use Conditions	This element should be linked to elements 6.1 AGGREGATION LEVEL and 9. RECORD IDENTIFIER.
Repeatable	Yes
Sub-elements	-
Default Value	None
Assigned By	Agent-assigned, usually by the Record Registrar or the Record Content Author.
Schemes	Free text
Comments	This element may contain an abstract or summary of a textual record or a textual description of a non-textual record (e.g., an image). It may also contain a table of contents.

DESCRIPTION Examples

5.	Description	The Hawai'i Department of Commerce and Consumer Affairs, Business Registration Division's "Partnership Annual Statements," identify registered Hawai'i business partnerships. Each statement lists the names and addresses of partners.

5.	Description	Image of Department of Administration organizational chart.

5.	Description	1. Introduction 2. History and Contemporary Contexts 3. Definitions 4. Theory 5. Measurement 6. Methodology 7. Findings

6. RELATION

Definition	A link between one record and another, or between various aggregations of records. A link between a record and another information resource.
Purpose	To provide contextual information about the record by documenting its place in the recordkeeping system and its relationships with other records and information resources documenting the same function, activity, or transaction. To act as an access point for records and information resources which are related to each other.
Rationale	Documentation of these relationships enables both proper management and informed use of records over time.
Obligation	Optional, but strongly recommended
Applicability	Applicable at the record and/or record series level.
Use Conditions	Not to be used for relationships other than those between records or between records and other information resources (e.g., not to be used to describe relationships between agents). It is possible for a record to have no relationship with any other record or with any resource. This element may be used in conjunction with element 10. MANAGEMENT HISTORY. Use of this element will be triggered when the Assigned Value "Related" under sub-element 10.2 Event Type is selected. This element should be linked to element 10. RECORD IDENTIFIER.
Repeatable?	Yes

Sub-Elements	Name	Obligation	Schemes
	6.1 Aggregation Level	Optional	Record, Record Series
	6.2 Related Item ID	Optional	Filenames, URI, agency-defined schemes
	6.3 Relation Type	Optional	Agency-defined schemes
	6.4 Relation Description	Optional	Free text

Comments	The information captured in this element pertains only to the nature of a particular relation between records, or between records and other information resources. Information relating to the agent responsible for implementing the relation, and the date/time the relation was implemented, may be recorded under element 10. MANAGEMENT HISTORY.

6.1 AGGREGATION LEVEL

Definition	Defines the level at which a record(s) is/are being described and controlled.	
Purpose	To control the management actions that may be taken on a record. To allow searches to be performed on aggregations of records.	
Obligation	Optional, but strongly recommended	
Use Conditions	Should be linked to 9. Record Identifier.	
Assigned Values	Value Name	Definition
	Record	All cards, correspondence, discs, maps, memoranda, microfilms, papers, photographs, recordings, reports, tapes, writings and other data, information or documentary material, regardless of physical form or characteristics, storage media or conditions of use, made or received by an officer or agency of the state and an officer or agency of a county, city, town, school district, municipal subdivision or corporation or other public authority or political entity within the state pursuant to state law or in connection with the transaction of public business by an officer or agency.
	Record Series	Records arranged according to a filing system or kept together because they relate to a particular subject or function or result from the same activity.
Default Value	-	
Repeatable?	No	
Assigned By	Recorder	
Schemes	-	
Comments	-	

6.2 RELATED ITEM ID

Definition	A unique identifier for the related record or information resource.
Purpose	To act as an access point to the related record or information resource. The identifier is an essential element that uniquely identifies the related record or resource. It also provides the "key" or link to all other (currently accessible) information about the related record or resource.
Obligation	Optional, but strongly recommended
Use Conditions	The identifier shall uniquely identify the related record or resource in the current domain (in the case of a related record managed under the Hawai'i Recordkeeping Metadata Standard, agencies should strongly consider using the officer record identifier as assigned under element 9. RECORD IDENTIFIER). If the related record or resource resides in another recordkeeping system, or outside the agency itself, enough identifying information shall be provided to uniquely identify the item in the domain of the record to which it is related.

Assigned Values	-
Default Value	-
Repeatable?	Yes
Assigned By	Selected from lists of existing records, record series, or related items, and assigned or manually entered by the authorized agent defining the relationship.
Schemes	Filenames, URI, agency-defined schemes
Comments	-

6.3 RELATION TYPE

Definition	A category of relationship between records, at the same or different levels of aggregation, or between records and other information resources.	
Purpose	To document the nature of the relationships between the two or more items. To provide contextual information about records by documenting other items with which they have logical associations or historical relationships.	
Obligation	Optional, but strongly recommended	
Use Conditions	A record may have the same relationship with more than one other record or resource. A record may have more than one relationship with another record or resource.	
Assigned Values	Value Name	Definition
	Contains/ Contained in	Denotes participation in a level of aggregation. Denotes a record or resource which makes up part of a defined whole. For example, records are contained in a record series. It shall not be possible to use this value to relate an item of a particular security classification to a file of a lower security classification.
	Next/Previous	Denotes that the record is the next or previous part of a sequence – e.g., the next or previous part of file 99/131.
	Replaces/ Replaced by	Denotes that the content of the record replaces/is replaced by (supersedes/is superseded by) the content of another record. This value may be used to indicate versioning.
	References/Is Referenced By	Denotes that the record refers (e.g., through textual references, URIs, or bibliographic information) to other resources or that other resources refer to this record.
	Derived From (source)	Denotes another record or resource from which the record is derived.
Default Value	-	
Repeatable?	Yes	
Assigned By	System-assigned. Changes to the default value should be selected by an authorized agent from a pick-list of the assigned values.	
Schemes	-	

Comments	Other values may be added by agencies to meet their own requirements for defining relationships between records, and records and other information resources. The Dublin Core Metadata Element Set offers several qualifiers for the relation element that may be considered as well.

6.4 RELATION DESCRIPTION

Definition	Information about the relationship not explicit or obvious in sub-element 6.3 Relation Type. Further explanatory notes or details about the relationship.
Purpose	To provide additional contextual information about the relationship. It might be necessary to explain the reasoning behind why a particular relationship between particular records/resources was defined. Specific details about the actual instance of the relationship (other than date/time and agent information, which may be recorded under element 10. MANAGEMENT HISTORY) might need to be recorded here.
Obligation	Optional
Use Conditions	-
Assigned Values	-
Default Value	-
Repeatable?	Yes
Assigned By	Manually entered by the authorized agent defining the relationship
Schemes	Free Text
Comments	It is strongly recommended that this information be structured in some way, rather than being entered as free text. Use of templates will enable the information to be entered in a structured way, as well as allowing certain pieces of information to be automatically generated by the system rather than manually entered by the agent.

RELATION Examples

6.1	Aggregation Level	Record Series
6.2	Related Item ID	1998-7346, 1999-9845, 2000-5872
6.3	Relation Type	Next/Previous
6.4	Relation Description	This record series contains annual meeting minutes for the Hawai'i Y2K Task Force.

6.1	Aggregation Level	Record
6.2	Related Item ID	http://www.capitol.Hawaii.gov/hrscurrent/vol02_ch0046-0115/hrs0094/hrs_0094-0003.htm
6.3	Relation Type	References
6.4	Relation Description	Statute reference within record

7. DATE

Definition	The date and time at which a record or a record series is created by an agency or organizational unit in the course of its business.
Purpose	To provide system validation of such acts as creation and transaction. In combination with other metadata elements to provide evidence of the record's authenticity. To restrict or facilitate access to records based on their date of creation.
Rationale	-
Obligation	Optional, but strongly recommended
Applicability	Applicable at the record and/or record series level.
Use Conditions	This element will record the date at which the record was created or transcribed. The dates of editing, replacement or alteration of records will be recorded in element 10. MANAGEMENT HISTORY, sub-element 10.1 Event Date/Time. The dates of the use of the record, when recorded, will be recorded in element 11. USE HISTORY, sub-element 11.2 Use Date/Time. This element should be linked to element 1. AGENT, sub-element 1.1 Entity Name to enable the agency, organizational unit, or individual responsible for the actions to be recorded. For a single record, this sub-element shall contain a single date. For aggregations of records, this sub-element should contain a date range. This element should be linked to elements 6.1. AGGREGATION LEVEL and 9. RECORD IDENTIFIER.
Repeatable?	No
Sub-Elements	-
Assigned Values	-
Default Value	The system date/time at the time of creation
Assigned By	System-assigned or assigned by authorized agent
Schemes	ISO 8601 standard for date/time encoding
Comments	The act of creation applies not only to a record, but also to records series. In the case of record series, the value for this sub-element will be expressed as a date range. In many cases the date and time of creation may be identical to the date and time registration (see element 10. MANAGEMENT HISTORY, sub-element 10.2 Event Type). The dates included in this element are fundamental to the description of a record. All other dates which pertain to the management, use, and preservation of records are covered under elements 10. MANAGEMENT HISTORY and 11. USE HISTORY.

8. FORMAT

Definition	The logical form (content medium and data format) and physical form (storage medium and extent) of the record.
Purpose	To serve as a management tool for the control, storage, and preservation of records over time. To provide information, or pointers to information, on the technology required for access to the various kinds of electronic records held by an agency. To act as an access point for recordkeeping professionals and other users.
Rationale	It is essential that information about data formats and storage media be kept so that appropriate preservation and storage strategies are put in place for records of long-term value.
Obligation	Optional, but strongly recommended when there are preservation management issues.
Applicability	Generally applicable at the record level only. Could be applicable at the record series level if all records associated with the series are of the same format.
Use Conditions	This element is intended to provide information on which preservation strategies will be based. Therefore, only minimal details about format and medium need to be kept for records of short-term temporary value. Such records are unlikely to ever require any kind of preservation action. If used, information in this element needs to be updated whenever a record is migrated from one format to another or moved to a new medium. This element should be linked to elements 6.1. AGGREGATION LEVEL and 9. RECORD IDENTIFIER.
Repeatable?	No

Sub-Elements		Name	Obligation	Schemes
	8.1	Content Medium	Optional	IMT (Internet Media Types), generic file format listings, agency-defined schemes
	8.2	Data Format	Optional	IMT (Internet Media Types), ISO standards, agency-defined schemes
	8.3	Storage Medium	Optional	ISO standards, agency-defined schemes
	8.4	Software and Version	Optional	Software producer/developer
	8.5	Extent	Optional	Agency-defined schemes

Comments	The sub-elements should always reflect the record's current status with regard to format and medium.

8.1 CONTENT MEDIUM

<table>
<tr><td>Definition</td><td colspan="2">The generic format of the information comprising the record.</td></tr>
<tr><td>Purpose</td><td colspan="2">To provide general information about the format of the content of the record. To enable searching on all records of a particular generic content format. To facilitate preservation and storage management. For preservation management purposes, to provide a general indication of the kind of preservation action the record will require. To enable movement of records from one medium or location to another based on their generic content format so records of like content format can be stored together.</td></tr>
<tr><td>Obligation</td><td colspan="2">Optional, but strongly recommended</td></tr>
<tr><td>Use Conditions</td><td colspan="2">Shall be used in conjunction with sub-element 8.2 Data Format to determine precise requirements for rendering the record or to determine specific preservation strategies.</td></tr>
<tr><td rowspan="7">Assigned Values</td><td>Value Name</td><td>Definition</td></tr>
<tr><td>Audio</td><td>Sound only.</td></tr>
<tr><td>Compound</td><td>A resource comprising one or more other resources which are linked together in some way to form a single object (e.g., HTML documents with embedded graphics or video clips, or e-mail messages with word-processed documents attached). The Content Medium and Data Formats of the individual resources comprising the object may be the same or different. If the Data Formats of the resources comprising the object are the same, then the Assigned Value can also include the generic Media Format (e.g., if the object comprises several linked SGML documents, the Assigned Value could be "Compound (Text)").</td></tr>
<tr><td>Image</td><td>A graphical representation of an object (including a textual object).</td></tr>
<tr><td>Text</td><td>A textual document.</td></tr>
<tr><td>Video</td><td>Moving images or pictures.</td></tr>
<tr><td>Default Value</td><td colspan="2">Text</td></tr>
<tr><td>Repeatable?</td><td colspan="2">No</td></tr>
<tr><td>Assigned By</td><td colspan="2">System-assigned or manually entered by an authorized agent</td></tr>
<tr><td>Schemes</td><td colspan="2">IMT (Internet Media Types), generic file format listings, agency-defined schemes</td></tr>
<tr><td>Comments</td><td colspan="2">Further assigned values for Content Medium may be added over time as formats evolve.</td></tr>
</table>

8.2 DATA FORMAT

Definition	The logical format of the data that comprises the record. The (often proprietary) file format of the record, usually denoted by the record's file extension.
Purpose	To provide specific information on which decisions about the storage, preservation, and rendering of records can be made. To enable searching on records of a particular data format for management or resource discovery purposes. To facilitate preservation and storage management. To enable movement of records from one medium or location to another based on their particular data format, so that records of the same data format can be managed together, migrated at the same time, etc.
Obligation	Optional, but strongly recommended
Use Conditions	This element may be used in conjunction with sub-element 8.5 Extent to provide full information on the format and size of the record.

Assigned Values	Value Name	Definition
	ASCII text (TXT, ASC)	Plain text (non-proprietary).
	Audio Visual Interleave (AVI)	Microsoft proprietary audiovisual file format.
	Bitmapped Graphics Format (BMP)	A graphics format.
	Braille	A system of writing for the blind that uses characters made up of raised dots.
	Graphics Image File Format (GIF)	A proprietary graphics format.
	Hypertext Markup Language (HTML)	A format for marking up and linking text.
	Joint Photographic Experts Group (JPG, JPEG)	A graphics format.
	Moving Picture Experts Group (MPEG)	A video format.
	Multipurpose Internet Mail Extensions (MIME)	A compound format which enables the embedding of documents of various data formats into an email message.
	Portable Document Format (PDF)	Adobe proprietary image format, often used for imaging text.
	Real Audio (RA)	An audio format.
	Rich Text Format (RTF)	ASCII text with formatting commands.
	Tagged Image File Format (TIF, TIFF)	A graphics format.

	Windows Media Audio (WMA)	An audio format
	Windows Media Video (WMV)	A video format
	Word	Microsoft proprietary word processing file format.
	Not Applicable	Use for paper, audiotape, videotape.
Default Value	-	
Repeatable?	Yes, in the case of a compound record	
Assigned By	System-assigned	
Schemes	IMT (Internet Media Types), ISO standards, agency-defined schemes	
Comments	This sub-element has many possible values and may be extended as needed by agencies. The above assigned values are only meant to provide representative samples. Agencies may choose to include version information as part of their Assigned Values for this sub-element. Agencies will need to work with vendors to ensure that the values they require, based on the particular data formats with which they work on a day-to-day basis, are included in their recordkeeping systems.

This sub-element is not intended to include detailed technical specifications of the data format. Such information is often available elsewhere and, in situations where the information will be needed (e.g., to make a decision about migration strategies), it is suggested that links be provided from the values in this sub-element to relevant technical descriptions. Technical descriptions should include information about the software required to read the data format and the hardware platform required to run the software. Such descriptions should also specify the types of linking or embedding used in particular kinds of compound or multimedia documents, such as e-mail messages with attachments or web pages containing text, video, sound, and links to other pages. | |

8.3 STORAGE MEDIUM

Definition	The device on which a record is physically stored.	
Purpose	To keep track of how and where a record is stored. To provide information about the capacity or physical size limitations of a storage medium. To enable forward planning for preservation actions such as the refreshing of records from one medium to another. To facilitate the development of effective strategies for the continued storage and preservation of records. To enable the informed selection of a storage medium for large or small numbers of records, records with large file sizes, or records which are frequently accessed.	
Obligation	Optional, but strongly recommended	
Use Conditions	While a record should only be stored as the "official" record in one place, it may be copied to another medium for preservation purposes.	
Assigned Values	Value Name	Definition
	Audiotape	Magnetic tape for storing sound.
	CD-R	Recordable Compact Disc – an optical storage medium which can be written to only once.
	DAT	Digital Audio Tape – a digital magnetic tape medium.
	Diskette	A removable magnetic computer disk with limited storage capacity.
	DVD	Digital Versatile Disk – a CD-ROM format intended to have full read/write capabilities.
	Hard disk	A fixed computer disk.
	JAZ drive	A removable disk drive.
	Magnetic tape	A magnetic medium.
	Microfilm	A film in roll form (16 or 35mm in width) which is used for storing reduced-size images of text and graphics.
	Paper	
	USB Drive	A removable, portable storage device.
	Videotape	Magnetic tape for storing moving pictures and sound.
	WORM	Write Once Read Many – an optical disk drive which, once written to, becomes read-only.
	ZIP drive	A removable, portable disk drive.
Default Value	-	
Repeatable?	Yes, in the case of a compound record	

Assigned By	System-assigned. Changes to the default value should be selected by an authorized agent from a pick-list of assigned values.
Schemes	ISO standards, agency-defined schemes
Comments	Well-managed storage and preservation operations facilitate the efficient location and retrieval of records and ensure continued access to valuable records over time. This sub-element has many possible values; the above assigned ones are only meant to provide representative samples. Further assigned values for Storage Medium may be added to meet agency requirements, both now and over time as new storage media and new storage media formats emerge.

8.4 SOFTWARE AND VERSION

Definition	The software package name and version needed to create and access the record.
Purpose	To provide information concerning the software needed to access the record. In the case that several different packages or versions can be used to access a record, all should be listed.
Obligation	Optional, strongly recommended for electronic records
Use Conditions	Pertains to electronic records
Assigned Values	-
Default Value	-
Repeatable?	Yes
Assigned By	For electronic records, the value should be system-assigned. The recorder should be able to add additional values as warranted.
Schemes	-
Comments	-

8.5 EXTENT

Definition	The physical size of the record.
Purpose	To provide information about the size of the record and the amount of storage space (either physical or electronic) that it requires. To enable the informed selection of a storage medium for large or small numbers of records, records with large file sizes, or records which are frequently accessed.
Obligation	Optional
Use Conditions	If used, this sub-element should be linked to sub-element 9.2 Data Format and updated as necessary whenever records are converted to new formats.
Assigned Values	-
Default Value	-
Repeatable?	Yes, if the record is in the Content Medium "Compound".

Assigned By	For electronic records, the value should be system-assigned. The value for hard copy records (on paper, microfilm, etc.) will need to be manually entered or selected from a pick-list of defined values by an authorized agent.
Schemes	Agency-defined schemes.
Comments	-

FORMAT Examples

8.1	Content Medium	Compound
8.2	Data Format	HTML
8.2	Data Format	JPEG
8.3	Storage Medium	Hard disk

8.1	Content Medium	Text
8.2	Data Format	Word
8.3	Storage Medium	CD-R
8.4	Software and Version	Microsoft Word 2000
8.5	Extent	1.26 Mb

9. RECORD IDENTIFIERS

Definition	Unique code(s) that identify a record.	
Purpose	To uniquely distinguish one record or record series from others in the current domain, regardless of the level of aggregation. To act as access points to more information about the record.	
Rationale	Identifiers not only uniquely identify the record, but also provide the "keys" to all other (currently accessible) information about the record.	
Obligation	Optional, but strongly recommended	
Applicability	Applicable at the record and/or record series level.	
Use Conditions	The Record Identifiers field includes both the Record Number assigned to the record or record series as well as any additional Other Document Numbers assigned by state agencies. The Other Document Numbers subfield can be used to connect a new law to the prior bill number or to serve as a finding aid for records that have been handled by more than one state agency.	
Repeatable	Yes	
Sub-elements	Name	Obligation
	9.1 Record Number	Optional, but strongly recommended
	9.2 Other Document Numbers	Optional
Default Value	-	
Assigned By	System-assigned or manually assigned by an authorized agent	
Schemes	Agency-defined schemes	
Comments	The RECORD NUMBER, element 9.1, designated to a record should not be changed to reflect organizational change or changes in the management of the record. These changes may be reflected through changes in element 9.2 OTHER DOCUMENT NUMBERS. Such changes should also be reflected in element 10. MANAGEMENT HISTORY.	

9.1 RECORD NUMBER

Definition	A unique code for the record.
Purpose	To uniquely distinguish one record or record series from others in the current domain, regardless of the level of aggregation. To act as an access point to more information about the record.
Obligation	Optional, but strongly recommended
Use Conditions	The type and form of the record number will be determined by the aggregation level of the record, which is documented under element 6.1 AGGREGATION LEVEL. A record number at a particular aggregation level, such as record or record series, may have to be combined with identifiers at other levels, or identifiers of other entities such as element 1. AGENT to ensure that a record continues to be uniquely identified if moved outside the original agency domain.
Assigned Values	-
Default Value	-

Repeatable?	Yes
Assigned By	System-assigned or manually assigned by an authorized agent
Schemes	Agency-defined schemes
Comments	This element allows for a layered approach to identifying the record or record series. A record or record series will have an identifier which uniquely identifies it from all other records or record series in the system. A record may "inherit" the record series ID as part of its unique identifier. Different unique identifiers may be assigned to the same record or record series, with each one serving a very different purpose. For example, a record may have a unique control symbol which reflects the sequence in which it was created, but it may also have a barcode number which is used to manage certain actions such as transfers to different storage locations. It is recommended that an authorized agent such as the Records Manager oversee and coordinate the assignment of identifiers to ensure consistency and uniqueness. Agencies that anticipate sharing records with others should consider assigning identifiers that are unique both within the agency and outside of it, most likely through the use of a unique agency prefix code. Agencies interested in such a code should consider coordinating with others using agency prefixes.

9.2 OTHER DOCUMENT NUMBERS

Definition	Document numbers other than the RECORD NUMBER that have been assigned to a record by authorized personnel from state agencies.
Purpose	To aid in locating the record in circumstances where other partial information on the record is available.
Obligation	Optional
Use Conditions	To be used when there are alternative document numbers available.
Assigned Values	-
Default Value	-
Repeatable?	Yes
Assigned By	Manually assigned by an authorized agent
Schemes	Free text
Comments	-

RECORD IDENTIFIER Example

9.1	Record Number	2004-RNS-5988456
9.2	Other Document Numbers	DOE-04-9945, SE-04-532

10. MANAGEMENT HISTORY

Definition	The dates and descriptions of all records management actions performed on a record from its registration into a recordkeeping system until its disposal.
Purpose	To act as a cumulative control record of all movements and management actions which are carried out on a single record or record series over time. Provides a historical log of the records management and control actions performed on a record or record series.
Rationale	To protect and preserve government records from deterioration, mutilation, loss, or destruction."
Obligation	Optional, but strongly recommended
Applicability	Applicable at the record and/or record series level.
Use Conditions	Use each time a records management action is performed on a record or record series. This includes the physical relocation of records or the consolidation or reassignment of records or record serials to a different administrative agent. Only recordkeeping, auditing, and information technology staff should have full access to this element. This element should be used in conjunction with element 1. AGENT to document the entity (1.1) and person (1.2) responsible for performing or authorizing the action (see Comments under 10.3 Event Description for information on linking to/capturing agent details). Certain sub-elements should be used in conjunction with elements 2. RIGHTS MANAGEMENT, 6. RELATION, 9. RECORD IDENTIFIER, 12. LOCATION, and 13. DISPOSAL. This element should be linked to elements 6.1 AGGREGATION LEVEL and 9. RECORD IDENTIFIER.
Repeatable?	No

Sub-Elements	Name	Obligation	Schemes
	10.1 Event Date/Time	Optional	ISO 8601 standard for date/time encoding
	10.2 Event Type	Optional	Agency-defined schemes
	10.3 Event Description	Optional	Free text, agency-defined schemes
	10.4 Party Responsible for Change	Optional	Free text

Comments	The element 10. MANAGEMENT HISTORY forms a record in its own right and may require permanent retention if it is used officially for destruction reporting and retention scheduling. Records management staff will need to work with information technology staff to ensure that the element 10. MANAGEMENT HISTORY record is properly migrated and converted as appropriate so that continued access is possible.

10.1 EVENT DATE/TIME

Definition	The date and time at which a defined management event occurs.
Purpose	To provide system validation of management actions carried out on records. To restrict or facilitate access to records based on dates pertaining to particular management actions.
Obligation	Optional, but strongly recommended
Use Conditions	The system shall assign the date/time of the event when the corresponding Event Type (sub-element 10.2) is selected by the agent from a pick-list of the assigned values – i.e., the selection of the event by the agent is the trigger for the date/time to be generated by the system.
Assigned Values	-
Default Value	Current system date/time
Repeatable?	Yes
Assigned By	System-assigned
Schemes	ISO 8601 standard for date/time encoding
Comments	-

10.2 EVENT TYPE

Definition	An event which relates to the management or control of a record.	
Purpose	To provide a finite (but extensible) set of defined management events which can be used to describe the management of the record or record series over time.	
Obligation	Optional, but strongly recommended	
Use Conditions	The following events are not to be used as Assigned Values in this element: "Record Creation" (covered by element 7. DATE). This list is not intended to be exclusive. Additional values may be added at the discretion of the agency.	
Assigned Values	Value Name	Definition
	Access Reviewed	Record examined, both initially and at later times, to identify any not-public material it may contain.
	Audited	Record scrutinized by an authorized internal or external auditor to check agency compliance with various recordkeeping mandates such as legislation and standards.
	Closed	All activities and transactions documented by a particular record series have ceased, and no further records are to be associated with that record series.
	Custody Transferred	Record is placed under management of another organization. If transferred to a new storage location, use of this value should result in the sub-elements under element 12. LOCATION being updated.

	Disposal Action Changed	The disposal action for a record is changed. Use of this value should result in element 13. DISPOSAL, sub-element 13.3 Disposal Action being updated.
	Disposal Hold Placed	Record disposal actions are suspended indefinitely. Use of this value should result in element 13. DISPOSAL, sub-element 13.4 Disposal Due Date being set to "Null".
	Disposal Hold Removed	Record disposal actions are no longer suspended. Use of this value should result in element 13. DISPOSAL, sub-element 13.4 Disposal Due Date being set to its former value prior to the hold or to another value as set by an authorized agent.
	Disposed	Application of the relevant disposal action to a record identified as belonging to a particular record series.
	Identifier Changed	The primary identifier of a record is changed and a new one assigned – for example, in order to incorporate an older record into a current recordkeeping system. Use of this value should result in another identifier being assigned to the record under element 9. RECORD IDENTIFIER.
	Location Changed	Record is moved to another location/office (either local or remote). Different from "Custody Transferred", in that the agency retains management control of the record. Use of this value should result in the sub-elements under element 12. LOCATION being updated.
	Other Access Condition Changed	An access condition is added, removed, or changed. Use of this value should result in element 2. RIGHTS MANAGEMENT, sub-element 2.1 Access Restriction being updated.
	Published	Record is formally published – for example, on the agency's website.
	Received	Record is received from an external source.
	Redacted	Only limited parts or sections of the record are released.
	Registered	Record is captured into the recordkeeping system, coming under its management and control. The date and time a record comes under formal records management control can be crucial in proving the authenticity and integrity of that record.
	Related	Record is related in some way to another record or to an information resource (this event is used in conjunction with element 6. RELATION).
	Released	Record is released to an individual or party.
	Released with Limitations	Record is released to a limited (agency-defined) audience only.
	Retention Period Changed	The retention period assigned to the record is changed.

	Scheduled	Record examined to assess value, and to determine where and for how long it should be kept.
Default Value	Yes	
Repeatable?	Agent-assigned	
Assigned By	Agency-defined schemes	
Schemes	Each time a particular event occurs, it will change the current values displayed in one or more other sub-elements (the specific details of this are listed as part of the description for each event and cross-referenced to the relevant elements/sub-elements). Details of the old values and other information shall be entered under sub-element 10.3 Event Description.	
Comments		

10.3 EVENT DESCRIPTION

Definition	The specific details of the event, including information about the original status, the changes made to it, the reasons for the changes, and authorization for the changes.
Purpose	To ensure the visibility and auditability of agency records management decisions and actions. To ensure accountability for agency recordkeeping.
Obligation	Optional, but strongly recommended
Use Conditions	The old value of the particular record status being changed by the event shall be recorded in this sub-element.
Assigned Values	-
Default Value	-
Repeatable?	Yes
Assigned By	Agent-assigned
Schemes	Free text, agency-defined schemes
Comments	It is strongly recommended that this information be structured in some way, rather than being entered as free text. Use of templates will enable the information to be entered in a structured way, as well as allowing certain pieces of information to be automatically generated by the system rather than manually entered by the agent – e.g., required information about the agent could be automatically assigned to the template.
Information about the agent performing the action shall be associated with the event itself. A decision will need to be made by individual agencies as to whether this association is implemented through links to separately held agent information, or whether agent information is automatically captured through the use of templates and stored as part of the Event Description.
This element is meant to be implemented as a history "log." As such, it will need to incorporate linked information about agents and (depending on the implementation) the records themselves. Which particular information about agents and record IDs/titles, etc. is incorporated into this log is a system design decision that must be made by the agency.

10.4 PARTY RESPONSIBLE

Definition	Specifies the party or person responsible for any management action regarding the record.
Purpose	To provide a record of the authority for any record management action.
Obligation	Optional, but strongly recommended
Use Conditions	
Assigned Values	-
Default Value	
Repeatable?	Yes
Assigned By	System-assigned
Schemes	
Comments	-

MANAGEMENT HISTORY Examples

10.1	Event Date/Time	1999-01-01T11:00-6:00	Scheme: ISO 8601
10.2	Event Type	Disposed	
10.3	Event Description	Shredded per annual records destruction	
10.4	Party Responsible	Robert Schwarzwalder	

10.1	Event Date/Time	2001-09-23T13:23-6:00	Scheme: ISO 8601
10.2	Event Type	Other Access Condition Changed	
10.3	Event Description	Changed from restricted to public	
10.4	Party Responsible	Susan Shaner	

11. USE HISTORY

Definition	The dates and descriptions of both legal and illegal attempts to access and use a record, from the time of its registration into a recordkeeping system until its disposal.
Purpose	To act as a cumulative audit trail of all significant (agency-defined) accesses to and uses made of the record over time. To provide contextual information about the ways in which the record is or was used. To provide a mechanism by which recordkeeping system security can be monitored.
Rationale	All agencies have a responsibility to ensure that their records are adequately protected from unauthorized or illegal access and use. This element provides, in conjunction with other physical, personnel, and system access controls, a means of ensuring ongoing record and recordkeeping system security.
Obligation	Optional, but strongly recommended for restricted information
Applicability	Applicable at the record level only.
Use Conditions	Use each time the record is used or accessed in a way an agency has defined (and documented) as "significant." If used, only recordkeeping, systems administration, and auditing staff should have full access to this element. Other staff should be given limited (viewing and searching) access to this element. This element should be used in conjunction with element 1. AGENT to document the agent responsible for making use of the record (see Comments under 11.3 Use Description for information on linking to/capturing agent details). This element may be linked to element 2. RIGHTS MANAGEMENT. This element should be linked to elements 6. AGGREGATION LEVEL and 9. RECORD IDENTIFIER.
Repeatable?	No
Sub-Elements	<table><tr><th>Name</th><th>Obligation</th><th>Schemes</th></tr><tr><td>11.1 User Identification</td><td>Optional</td><td>Free text</td></tr><tr><td>11.2 Use Date/Time</td><td>Optional</td><td>ISO 8601 standard for date/time encoding</td></tr><tr><td>11.3 Use Type</td><td>Optional</td><td>Agency-defined schemes</td></tr><tr><td>11.4 Use Description</td><td>Optional</td><td>Free text, agency-defined schemes</td></tr></table>
Comments	This element is meant to be implemented as a history "log." As such, it will need to incorporate linked information about agents and (depending on the implementation) the records themselves. Which particular information about agents, record IDs/titles, etc. is incorporated into this log is a system design decision that must be made by the agency.

	As an audit trail, this element forms a record in its own right. The level of auditing and retention periods for the resulting logs are left up to individual agencies. Agencies should make decisions regarding these matters according to their business requirements and based on an assessment of the risks, costs, and benefits involved in keeping or not keeping detailed logs for long periods of time.

11.1 USER IDENTIFICATION

Definition	Identifies the user of a restricted record.
Purpose	To indicate the user of a restricted document. This information, along with the dates and times at which a record was accessed or used (11.2) may be essential information in a case of illegal access or record tampering.
Obligation	Optional, but strongly recommended
Use Conditions	This information is required during any access to a restricted record.
Assigned Values	-
Default Value	-
Repeatable?	Yes
Assigned By	System or operator generated
Schemes	-
Comments	Steps need to be taken to ensure the accuracy of this field.

11.2 USE DATE/TIME

Definition	The date and time at which a defined use of or access to a record occurs.
Purpose	To indicate when records are accessed and used. The dates and times at which a record was accessed or used, along with the identity of the user (11.1) may be essential information in a case of illegal access or record tampering.
Obligation	Optional, but strongly recommended
Use Conditions	The system shall assign the date/time of the event when the corresponding event described under sub-element 11.3 Use Type takes place – i.e., the event itself is the trigger for the date/time to be generated by the system.
Assigned Values	-
Default Value	Current system date/time
Repeatable?	Yes
Assigned By	System-assigned
Schemes	ISO 8601 standard for date/time encoding
Comments	-

11.3 USE TYPE

Definition	An event which relates to access to or use made of a record.	
Purpose	To provide a finite (but extensible) set of defined access and use events which can be used to describe and audit the use of the record over time.	
Obligation	Optional, but strongly recommended	
Use Conditions	Additional values for this element may be added at the discretion of the agency.	
Assigned Values	Value Name	Definition
	Accessed	The record is accessed in some way (e.g., viewed, copied, downloaded, printed).
	Checked Out	The record is in the possession of an individual.
	Unauthorized Access Attempted	An unsuccessful attempt to move, modify, or delete a record without assigned system authority or other form of authorization.
Default Value	-	
Repeatable?	Yes	
Assigned By	System-assigned	
Schemes	Agency-defined schemes	
Comments	The extent to which an agency implements the auditing of these and other events is a risk-based business decision – e.g., an agency may choose to implement limited or no auditing of the action "Accessed" because it is such a frequent event, or because the agency's records are not classified or sensitive in any way.	

11.4 USE DESCRIPTION

Definition	Details of the event, such as information about where the record was downloaded to, the name and location of the document record contents were copied to, and the specific nature of any illegal action or security breach.
Purpose	To enable auditing of accesses to and uses made of agency records. To ensure accountability for agency recordkeeping.
Obligation	Optional
Use Conditions	-
Assigned Values	-
Default Value	-
Repeatable?	No
Assigned By	Agent-assigned
Schemes	Free text, agency-defined schemes

Comments	Some events, such as "Accessed", may not require any extra level of description. Information about the agent making use of the record shall be associated with the use itself. A decision will need to be made by individual agencies as to whether this association is implemented through links to separately held agent information, or whether the agent information is automatically captured into the Use Description.

USE HISTORY Examples

11.1	User Identification	Herbert Arai	
11.2	Use Date/Time	2000-05-20T13:00-6:00	Scheme: ISO 8601
12.3	Use Type	Accessed	

11.1	User Identification	Les Nakamura	
11.2	Use Date/Time	2001-09-23T16:30-6:00	Scheme: ISO 8601
11.3	Use Type	Checked Out	
11.4	Use Description	To be returned in 2 weeks	

12. LOCATION

Definition	The current (physical or system) location of the record. Details about the location where the record usually resides.
Purpose	To keep track of records for which the agency is responsible. To act as a storage management tool. To enable ease of identification of the record's current location and quick retrieval when required.
Rationale	Agencies are required to protect and preserve government records from deterioration, mutilation, loss, or destruction.
Obligation	Optional, but strongly recommended
Applicability	Applicable at the record and/or record series level.
Use Conditions	Use in conjunction with element 10. MANAGEMENT HISTORY, sub-element 10.2, Event Type. The details of the previous location should be captured in the sub-element 10.3 Event Description. This element shall be linked to elements 6.1 AGGREGATION LEVEL and 9. RECORD IDENTIFIER.
Repeatable?	No
Sub-Elements	-
Default Value	-
Assigned By	User or System assigned. Details of an external entity, a physical location, or a server/electronic store to which a record is assigned will be either selected from a pick-list of agency-defined values or manually entered by an authorized agent.
Schemes	Agency-defined schemes
Comments	In the case of hard copy records, current location may be the external entity with which the record currently resides or the internal organizational unit or individual with which or with whom the record currently resides. In the case of electronic records, current location may be a temporary location (e.g., records stored on a medium which requires refreshing being moved from their usual storage location to a preservation action area). An agency may assign further values for use with this sub-element to reflect its specific situation (e.g., other entities to which it regularly moves records, or details of physical and/or electronic storage areas within the agency).

LOCATION Examples

12	Location	Hawai'i Dept. of the Attorney General, Family Law Division

13. DISPOSAL

Definition	Information about policies and conditions which pertain to or control the authorized disposal of records. Information about the current retention schedule and disposal actions to which the record is subject.
Purpose	To advise users of laws, policies, and/or retention schedule that govern the retention or disposal of the record. To alert recordkeeping staff when disposal actions for records are due.
Rationale	Disposal policies enable agencies to meet their recordkeeping requirements with regard to the retention of records of value (and the disposal of records that no longer have value). This element will assist in disposal management, as well as provide disposal process visibility and accountability through documentation.
Obligation	Optional, but strongly recommended (If there is no current retention schedule for the record, default values should be set by the agency.)
Applicability	Applicable at the record and/or record series level.
Use Conditions	Only recordkeeping and auditing staff should have full access to this element. This element shall be used in conjunction with element 10. MANAGEMENT HISTORY and element 2. RIGHTS MANAGEMENT. Due to the nature of many sentences (e.g., "Destroy 10 years after closed"), sub-elements 13.2 Retention Period and 13.4 Disposal Due Date shall be dynamic fields, linked to the relevant sub-elements under element 10. MANAGEMENT HISTORY. Some event/use dates and types which are recorded under sub-elements 10.1 and 10.2 (Event Date/Time and Event Type) shall cause the information in sub-elements 13.2 Retention Period and/or 13.4 Disposal Due Date to be updated. Such event and use types include: "Closed", "Disposal Action Changed", "Disposition Hold Placed", "Disposal Hold Removed", "Retention Period Changed", and "Scheduled". The need to prevent the scheduled destruction of materials under suspension order requires that sub-elements 13.3 Disposal Action, and 13.4 Disposal Due Date, be linked to sub-element 2.2 Suspension Orders. The date in sub-element 13.4 Disposal Due Date shall be calculated (or recalculated) according to the current sentencing details under sub-element 13.2 Retention Period, and using the date the event was performed or the record used as the starting point for the calculation. This element should be linked to elements 6.1 AGGREGATION LEVEL and 9. RECORD IDENTIFIER.
Repeatable?	No

Sub-Elements	Name	Obligation	Schemes
	13.1 Retention Schedule	Optional	General records retention schedules, agency-specific retention schedules

	13.2 Retention Period	Optional	Free text, agency-defined schemes
	13.3 Disposal Action	Optional	Agency-defined schemes
	13.4 Disposal Due Date	Optional	ISO 8601 standard for date/time encoding
Comments	All records within a recordkeeping system require the use of this element at some time in their existence. However, it may not be possible to provide the information required by this element at the creation of a record for a variety of reasons, including the unavailability of a relevant retention schedule and an organizational policy which precludes assigning retention period on creation. As this element is considered important, the default values for the sub-elements will need to be used until such time as an agency is able to assign the specific values applicable to its own disposal situation. In cases where there is an automated file plan in place (i.e., through a records management system), sub-element values may be system assigned.		

13.1 RETENTION SCHEDULE

Definition	Legal documentation issued which authorizes the disposal records.	
Purpose	To provide a visible link between agency records and the disposal action(s) taken on them. To help ensure that the correct disposal actions are taken on records.	
Obligation	Optional, but strongly recommended	
Use Conditions	If there is currently no authorization for the disposal of a record, or if the retention schedule is under development, the default value "Not Scheduled" shall be applied to this sub-element. Records that are not scheduled are not authorized for disposal. If more than one retention requirement applies to a record, the more restrictive one takes precedence.	
Assigned Values	Value Name	Definition
	Not Scheduled	There is currently no retention schedule in place which covers this record.
Default Value	Not Scheduled	
Repeatable	No	
Assigned By	System-assigned. Otherwise, it should be possible for an authorized agent, such as the agency Records Manager, to select the correct retention schedule from a pick-list of the retention schedules which apply to that agency.	
Schemes	General records retention schedules, agency-specific retention schedules	
Comments	The value should include the unique identification number that all general and agency-specific retention schedules carry. Disposal of records can only take place under a retention schedule. For the State Executive and Legislative agencies, the State Comptroller, under §94-3, HRS, is authorized	

	to determine the disposition of records. The State Supreme Court is authorized to determine the disposition of Judiciary records and the County legislative bodies (Councils) are authorized to determine the disposition of County records.

13.2 RETENTION PERIOD

Definition	The retention period assigned to a record (e.g., the length of time of the record needs to be kept). This is based on a determination of the record's value and the resulting identification of the specific record series to which it belongs.
Purpose	To act as a trigger for the authorized disposal of agency records. To provide a means of determining all records with a particular retention period. To provide a mechanism for assigning retention period on record creation and for automating the records disposal process.
Obligation	Optional, but strongly recommended
Use Conditions	If there is currently no authorization for the disposal of a record, or if the retention schedule is under development, the default value "Permanent" shall be applied to this sub-element. Records that are not scheduled carry no retention period and so cannot be disposed of, which in essence, means permanent retention until a retention period is assigned. If more than one retention period applies to a record, the more restrictive (e.g., longer) one takes precedence. The value in this sub-element determines the date for disposal action under sub-element 13.3 Disposal Due Date. This sub-element reflects the retention period which currently applies to the record. If the retention period is changed, the new retention period will be reflected in this sub-element. The old retention period, and details of reasons for the change, will be recorded under element 10. MANAGEMENT HISTORY, using sub-element 10.2 Event Type, Assigned Value "Retention Period Changed", and sub-element 10.3 Event Description.
Assigned Values	Value Name	Definition
	Permanent	The record is of enduring value and will be retained, or there is no assigned retention period.
Default Value	Permanent
Repeatable	No
Assigned By	System-assigned. Otherwise, it should be possible for an authorized agent, such as the agency Records Manager, to enter the correct retention period.
Schemes	Free text, agency-defined schemes
Comments	Disposal of records can only take place under a retention schedule.

13.3 DISPOSAL ACTION

Definition	The action that is taken on the record once the end of its retention period is reached.
Purpose	To describe the final disposition of records. To act as a tool for disposal management. To enable searches for records with similar disposition.
Obligation	Optional, but strongly recommended
Use Conditions	If there is currently no authorization for the disposal of a record, or if the retention schedule is under development, the default value "To Be Determined" shall be applied to this sub-element. Records that are not scheduled must be retained. The value of this sub-element is changed when sub-element 10.2 Event Type "Disposal Action Changed" is selected; the reason for the change and the old value shall be recorded under sub-element 10.3 Event Description.

Assigned Values	Value Name	Definition
	Permanent	The record is of enduring value and will be retained.
	Destroy	The record will be destroyed at the end of the retention period.
	Transfer to State Archives	The record has archival value and custody will be transferred to the State Archives Division or other designated government or private agency.
	To Be Determined	The record is not covered by a retention schedule and so no disposal action can be assigned nor taken.

Default Value	To Be Determined
Repeatable	No
Assigned By	System-assigned. Otherwise, it should be possible for an authorized agent, such as the agency Records Manager, to select the correct disposal action from a pick-list or enter another value.
Schemes	Agency-defined schemes
Comments	Other values may include such disposal actions as "Return to Client". In some agencies, no disposal action can be taken until notification has been given to the Records Manager or another authorized agent, and the action has been approved. Under §94-3, HRS, "The comptroller shall determine the disposition of the records; stating whether such records shall be retained by the office, department, or bureau; be transferred to the public archives, the University of Hawai'i, the Hawaiian Historical Society, or other agency; or be destroyed." The Hawaiian Historical Society is a private institution.

13.4 DISPOSAL DUE DATE

Definition	The date that a record is due for some kind of disposal action, such as transfer or destruction, as specified under sub-element 13.2 Retention Period.
Purpose	To act as a tool for disposal management. To enable searches on all records due for some form of disposal action by a given date. To act as a trigger for the authorized disposal of records.
Obligation	Optional, but strongly recommended
Use Conditions	If the record is not currently covered by a retention schedule, or has a retention period of "Permanent", this sub-element shall contain a null value. This sub-element shall be used in conjunction with sub-element 13.2 Retention Period. This sub-element is a dynamic field, linked to defined Event Types or Use Types under element 10. MANAGEMENT HISTORY. The date value in this sub-element will need to be recalculated each time one of these defined events or uses takes place. For example, in some cases (depending on the retention period) the event "Closed" under sub-element 10.2 Event Type will cause the date value in this sub-element to be calculated from the date of closure (as recorded in sub-element 10.1 Event Date/Time). Each time 10.2 Event Type "Disposition Hold Placed" is selected, the current value of this sub-element is replaced with "Null" either automatically or by agent action. Such records cannot have another disposal due date assigned until the disposition hold is lifted (event "Disposition Hold Removed").

Assigned Values	Value Name	Definition
	Null	The record is permanent, no value (date) has yet been specified, or a disposition hold has been placed on the record.

Default Value	Null
Repeatable	No
Assigned By	System-assigned based on the retention period applied under sub-element 13.2 and calculated from the date of a specific (agency-defined) event (e.g., the date the record was created or the record series is closed).
Schemes	ISO 8601 standard for date/time encoding
Comments	It may be possible to provide a system alarm or reminder which alerts authorized agents to impending disposal actions at some (agency defined) time period before those actions are to take place. Once a disposition hold is removed, the value for this sub-element just prior to the hold should be reinstated or another value chosen by an authorized agent.

DISPOSAL Examples

13.1	Retention Schedule	GRS 6, 2002 Item 6.1	
13.2	Retention Period	6 years after completion of contract	
13.3	Disposal Action	Destroy	
13.4	Disposal Due Date	2006-01-01	Scheme: ISO 8601

13.1	Retention Schedule	Not Scheduled
13.2	Retention Period	Permanent
13.3	Disposal Action	To Be Determined
13.4	Disposal Due Date	Null

J. Appendices

J.1 Table of Element Inter-Relationships

Element	Relates To	References
1. AGENT	6. Relation 7. Date 9. Record Identifier 10. Management History 11. Use History	
2. RIGHTS MANAGEMENT	6. Relation 9. Record Identifier 10. Management History	11. Use History
3. TITLE	6. Relation 9. Record Identifier	4. Subject 9. Function
4. SUBJECT	12. Aggregation Level 14. Record Identifier	3. Title 5. Description
5. DESCRIPTION	6. Relation 9. Record Identifier	
6. RELATION	All other Elements	10. Management History
7. DATE	1. Agent 6. Relation 9. Record Identifier	10. Management History 11. Use History
8. FORMAT	6. Relation 9. Record Identifier	
9. RECORD IDENTIFIER	All other elements	
10. MANAGEMENT HISTORY	1. Agent 2. Rights Management 6. Relation 9. Record Identifier 12. Location 13. Disposal	7. Date
11. USE HISTORY	1. Agent 6. Relation 9. Record Identifier	2. Rights Management
12. LOCATION	6. Relation 9. Record Identifier 10. Management History	8. Format
13. DISPOSAL	6. Relation 9. Record Identifier 10. Management History	

J.2 Element Mappings to DCMES and MGMG

Table of Element Mappings to the Dublin Core Metadata Element Set (DCMES) and the Minnesota Recordkeeping Metadata Standard (MRMS).

Element	Maps to DCMES	Maps to MRMS
1. AGENT	Creator, Publisher, Contributor	Agent
2. RIGHTS MANAGEMENT	Rights	Right Management
3. TITLE	Title	Title
4. SUBJECT	Subject	Subject
5. DESCRIPTION	Description	Description
6. RELATION	Source, Relation	Relation, Aggregation Level
7. DATE	Date	Date
8. FORMAT	Format	Format
9. RECORD IDENTIFIER	Record Identifier	Record Identifier
10. MANAGEMENT HISTORY	-	Management History
11. USE HISTORY	-	Use History
12. LOCATION	-	Location
13. DISPOSAL	-	Disposal

J.3 Full Record Example

1. AGENT

1.1	Entity Name	Records Manager
1.3	Personal Name	Keith Mattingly

2. RIGHTS MANAGEMENT

2.1	Access Restriction	Restricted
2.2	Suspension Orders	HI-2004-J2345
2.3	Encryption Details	Document management system encryption scheme

3. TITLE

3	Title	Standard Application Form

4. SUBJECT

4	Subject	Ground-water, Run-off

5. DESCRIPTION

5	Description	The Standard Application Form (SAF) is to be utilized in all State of Hawai'i employment applications, including the online job application site.

6. RELATION

6.1	Aggregation Level	Record Series
6.2	Relation Item ID	1998-7346, 1999-9845, 2000-5872
6.3	Relation Type	Next/Previous
6.4	Relation Description	Hawai'i State Y2K Task Force Reports

7. DATE

7	Date	1997-09-01T10:06-6:00	Scheme: ISO 8601

8. FORMAT

8.1	Content Medium	Text
8.2	Data Format	Word

8.3	Storage Medium	CD-R
8.4	Software and Version	Microsoft Word 2000
8.5	Extent	1.26 Mb

9. RECORD IDENTIFIER

9.1	Record Number	2004-RNS-5988456
9.2	Other Document Numbers	DOE-04-9945, SE-04-532

10. MANAGEMENT HISTORY

10.1	Event Date/Time	1997-09-01T10:07-6:00	Scheme: ISO 8601
10.2	Event Type	Registered	
10.3	Event Description	Registered into Hawai'i State Archive	
10.4	Party Responsible for Change	Susan Shaner	

11. USE HISTORY

11.1	User Identification	Breene Harimoto	
11.2	Use Date/Time	2001-09-23T13:23-6:00	Scheme: ISO 8601
11.3	Use Type	Checked Out	
11.4	Use Description	To be returned in 3 weeks	

12. LOCATION

12	Location	Jane Doe, Metro Office, DAGS Office

13. DISPOSAL

13.1	Retention Schedule	79-402, item 2
13.2	Retention Period	10 years
13.3	Disposal Action	Destroy
13.4	Disposal Due Date	2007-09-01

J.4 Implementation Models

J.5 Revisions to Standard

Please direct all questions, corrections, and suggestions for revisions to:

Susan Shaner
Department of Accounting & General Services, Archives Division
808-586-0310
susan.e.shaner@hawaii.gov

J.5.1 Version History