

# Public Record Office Victoria

## SPECIFICATION

### PROS 19/05 S5: ADDING METADATA PACKAGES TO VEOs

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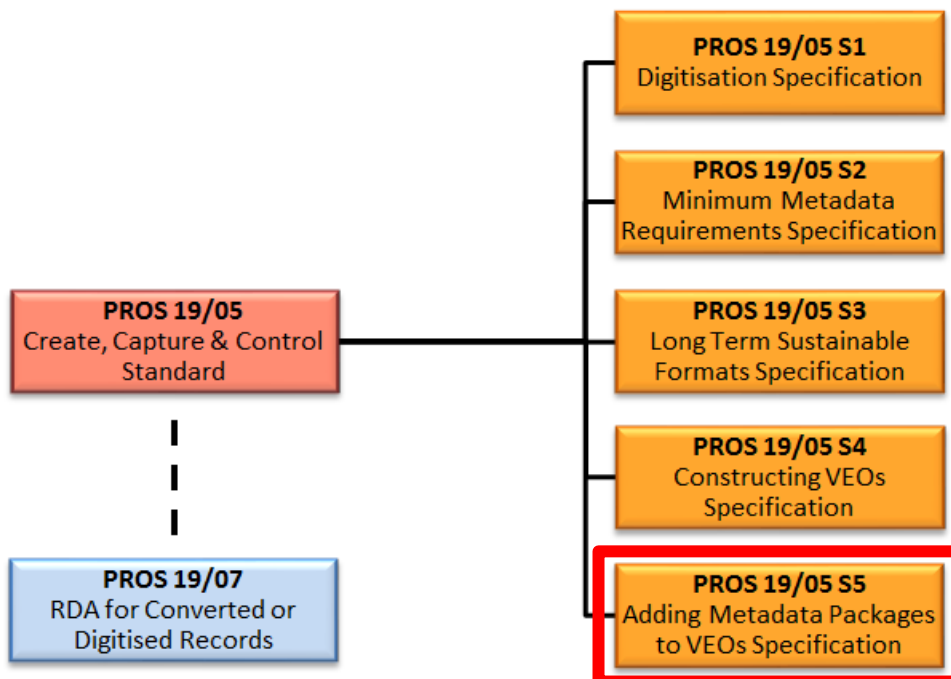
#### About this Specification

Digital records which have permanent value must be transferred to PROV as VERS Encapsulated Objects (VEOs), at a time agreed between PROV and the public office.

This Specification is for technical developers building systems and tools to construct VEOs. It sets out the requirements for adding metadata packages to VEOs.

*Note – the actual VERS code can be downloaded from the PROV website.*

The diagram below shows the relationship between this Specification and related documents.



# Table of Contents

<b>1</b>	<b>Introduction</b>	<b>3</b>
1.1	Authority of Standards and Specifications	3
1.2	Obligation	3
1.3	Applying this Specification	3
<b>2</b>	<b>Adding Metadata Packages to VEOs</b>	<b>4</b>
2.1	Overview	4
2.2	References	4
2.3	Minimum Metadata Requirements	5
2.4	Recommended Metadata Requirements	5
2.5	Additional Metadata Packages	5
2.6	Metadata expressed as RDF	6
2.7	Metadata expressed as XML	6
<b>3</b>	<b>AGLS Metadata</b>	<b>7</b>
<b>4</b>	<b>AS/NZS 5478 Metadata</b>	<b>9</b>

# 1 Introduction

## 1.1 Authority of Standards and Specifications

Under section 12 of the *Public Records Act 1973*, the Keeper of Public Records ('the Keeper') is responsible for the establishment of Standards for the efficient management of public records and for assisting Victorian government agencies to apply those Standards to records under their control.

Heads of public offices are responsible under section 13b of the *Public Records Act 1973* for carrying out, with the advice and assistance of the Keeper, a program of efficient management of public records that is in accordance with all Standards issued by the Keeper. The program of records management needs to cover all records created by the public office, in all formats, media and systems, including organisational systems.

The Standards and Specifications support the Victorian Electronic Record Strategy (VERS), which is designed to ensure the creation, capture and preservation of authentic, complete and meaningful digital records by the Victorian public sector.

This Specification is part of the *PROS19/05 Create, Capture and Control Standard*.

## 1.2 Obligation

It is mandatory for all Victorian public offices to follow the principles and comply with the requirements of the Standards issued by the Keeper. Some of the Standards have Specifications, which provide detailed technical requirements that must be complied with by Victorian public offices.

## 1.3 Applying this Specification

All Victorian public offices must transfer permanent value digital records to PROV as VEOs. This Specification aligns with the PROV Minimum Metadata Requirement Specification, which all Victorian public offices must meet.

This Specification sets out the requirements for adding metadata packages to VEOs. It is written for technical developers who will be building systems and tools to construct VEOs.

This Specification replaces the previous version of *PROS 15/03 S4 Adding metadata packages to VEOs* dated 15 April 2020. This version of the Specification was issued primarily to clarify the requirements around RDF.

# 2 Adding Metadata Packages to VEOs

## 2.1 Overview

VEOs contain packages of metadata. Each package is intended to represent the properties associated with a particular metadata specification (e.g. a VEO may contain separate metadata packages representing Australian Government Locator Service (AGLS) metadata, digitisation metadata, and geospatial metadata).

Two standard metadata packages are defined in this specification:

- an augmented version of the Victorian government profile of the AGLS. Additional properties have been added to AGLS to indicate when the VEO should be considered for disposal.
- Australian/New Zealand Standard 5478 (or the equivalent Australian Government Recordkeeping Metadata Standard).

One of these two standard metadata packages must be attached to every Information Object<sup>1</sup> in a VEO<sup>2</sup>.

The standard metadata packages must be expressed as XML in the Resource Description Framework (RDF).

Any other metadata package may be defined and used within a VEO, provided it is expressed as XML. Implementers are strongly encouraged to represent the metadata using RDF as this will allow standard tools to manipulate the metadata.

Within a VEO, each metadata package has two identifiers associated with it:

- the first identifies the metadata package (e.g. AGLS) and allows the meanings of the metadata properties to be discovered; and
- the second identifies how the metadata is expressed as XML (e.g. RDF).

## 2.2 References

This specification references the following documents:

### 2.2.1 Extensible Markup Language (XML)

XML is used to represent the metadata, and is defined in [Extensible Markup Language \(XML\) 1.0 \(Fifth Edition\)](#).

### 2.2.2 Resource Description Framework (RDF)

The RDF is a framework produced by the W3C to represent information in the web (including metadata). Specifically it defines a way of representing a graph of resources and properties (metadata) about that resource.

The framework consists of a number of recommendations. The [RDF 1.1 Concepts and Abstract Syntax](#) specifies the RDF data model. The [RDF 1.1 XML Syntax](#) specifies how this model is expressed in XML.

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<sup>1</sup> Information Objects are defined in PROS 19/05 S4 Constructing VEOs, Section 2.3 (VEO overview), Step 4 (Create the VEOContent.xml file in the VEO directory), p8

<sup>2</sup> The original version of this specification only required the standard metadata to be attached to the root Information Object in the VEO. This was changed to all Information Objects as this ensures useful metadata when accessioned into PROV's digital archive.

### 2.2.3 Australian Government Locator Service (AGLS)

The [AGLS Metadata Standard](#) is a set of descriptive properties intended to improve the visibility and availability of online resources.

Victorian Government policy is that all web resources are described using AGLS – the [Victorian Government Implementation Guide](#) has further advice.

In this specification, a property has been added to AGLS to document when disposal of the resource should be determined.

### 2.2.4 Australian Government Recordkeeping Metadata Standard (AGRkMS)

The [AGRkMS](#) is a set of properties that can be used to describe records and recordkeeping systems. The Standard was produced jointly by the National Archives of Australia (NAA) and Archives New Zealand.

The Australian/New Zealand Standard AS/NZS 5478 is based on the NAA/Archives New Zealand Standard.

### 2.2.5 AS/NZS 5478

The Australian/New Zealand Standard AS/NZS 5478 - Recordkeeping Metadata Element Reference Set (RMPRS), defines a set of properties that can be used to describe records and recordkeeping systems.

AS/NZS 5478 is almost identical to the AGRkMS.

## 2.3 Minimum Metadata Requirements

Each VEO must contain one of the two standard metadata packages (AGLS or AS/NZS 5478) in each Information Object<sup>3</sup>. These metadata packages must be expressed in XML using RDF.

The metadata within each standard metadata package must conform to PROS 19/05 S2 requirements.

## 2.4 Recommended Metadata Requirements

Where practicable, all available metadata in the originating record system should be mapped to a metadata element in the chosen standard metadata package.

## 2.5 Additional Metadata Packages

Information Objects may contain any other metadata package that is expressible using XML<sup>4,5</sup>.

Each collection of metadata is expressed as a separate Metadata Package within an Information Object. The 'MetadataSchemaIdentifier' property is used to identify the metadata package, and the 'MetadataSyntaxIdentifier' property is used to identify the standard used to encode the metadata into XML.

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<sup>3</sup> The original version of this specification only required the topmost Information Object to contain a standard metadata package. VEOs produced by products certified against the original specification will be accepted even though they only contain the standard metadata packages in the topmost Information Object.

<sup>4</sup> The ability to include arbitrary metadata packages allows the public office to store specific metadata in the records. Examples of metadata packages could include GIS data, and digitisation data.

<sup>5</sup> The ability to be able to process and provide access to the additional metadata packages in the future will vary. It is anticipated that an archive will always allow the metadata to be downloaded and processed. In addition, the raw XML can be displayed to users. If the metadata is expressed as RDF, the metadata can be displayed and it may be possible to query the RDF.

Implementers are encouraged to use well known metadata packages, and to express them using RDF.

## 2.6 Metadata expressed as RDF

All metadata expressed as RDF must have the MetadataSyntaxIdentifier property set to: 'http://www.w3.org/1999/02/22-rdf-syntax-ns' (without the quotes).

### 2.6.1 rdf:about attributes

RDF is intended to describe real world objects (known as Subjects). In RDF the real world object (subject) is identified using the 'rdf:about' attribute. The value of an 'rdf:about' attribute is a URI (Uniform Resource Identifier), typically a URL (Uniform Resource Locator – a web page address).

When generating the RDF metadata to include in Metadata Packages, it is necessary to generate URIs to identify the entities being described. These URIs must be:

- Globally unique. When imported into PROV's system, they must not conflict with any other URI held in our system.
- Persistent. An entity in an installed instance of your product should generate the same URI every time a VEO is generated containing that entity.

If the objects (subjects) in your system already have globally unique and persistent identifiers (e.g. a DOI), then you can use that identifier as the value of the rdf:about attribute.

If your system only has a locally unique identifier, we recommend you use a URI of the form: <staticPrefix><seriesConsignmentId>"/<uniqueId> where:

- <staticPrefix> is an arbitrary string that is normally set in the product configuration on PROV's advice. The default value is "<https://prov.vic.gov.au/archive/VPRS>", however it should be possible for the creator to change this string before generating the VEOs.
- <seriesConsignmentId> is an arbitrary string that is normally entered by the creator generating the VEOs. This string is obtained from PROV as part of the transfer negotiations. Normally this would simply be a positive integer (e.g. '421'), but we could be varied (e.g. to include consignments '421/PO'). The default value should be 'TRIAL' - this makes a valid URI but is clear that it is not a real transfer.
- <uniqueId> is the locally unique identifier in your system for the entity represented by this Information Object. The value is not specified here (subject to the rules of URIs), but the identifier should also be replicated as an anzs5478:IdentifierString property.

An example would be "<https://prov.vic.gov.au/archive/VPRS11223/l.40|1|64>" where "<https://prov.vic.gov.au/archive/VPRS>" comes from the configuration, "11223" is entered by the creator before creating the VEOs, and "l.40|1|64" is the locally unique identifier for the entity from the system.

## 2.7 Metadata expressed as XML

Metadata expressed as straight XML (i.e. not as RDF encoded in XML) must have the MetadataSyntaxIdentifier property set to: "https://www.w3.org/TR/2008/REC-xml-20081126/" (without the quotes).

There is no restriction on the content of the metadata apart from it is required to be valid XML and to avoid the standard VERS namespaces ('vers:', 'rdf:', 'anzs5478:', and 'agls:'). The metadata is not validated against a schema or DTD.

It is recommended that tag names be chosen to be understandable to humans reading the XML.

# 3 AGLS Metadata

VEOs may be described using AGLS metadata<sup>6</sup>.

Victorian public offices must use an augmented version of the Victorian government profile of AGLS. The Victorian AGLS profile is described in the [AGLS Victoria Metadata Implementation Manual](#). The current version of this document is Version 4.0 issued July 2011.

Use the following schema and syntax identifiers when incorporating AGLS metadata:

- [MetadataSchemaIdentifier](#) 'http://www.vic.gov.au/blog/wp-content/uploads/2013/11/AGLS-Victoria-2011-V4-Final-2011.pdf'<sup>7</sup> (without the quotes).
- [MetadataSyntaxIdentifier](#) 'http://www.w3.org/1999/02/22-rdf-syntax-ns' (without the quotes).

## 3.1.1 Additional AGLS Properties

The following additional AGLS properties **must** be added when creating a VEO that is to be archived within a public office<sup>8</sup>. These properties document the planned disposal of the VEO.

It is not necessary to add these properties when creating a VEO that is to be immediately transferred to PROV<sup>9</sup>. This is because the VEO is being created as part of the disposal process.

Disposal Review Date		
OBLIGATION: Conditional		
Sub-properties	Notes on use	Rendered
N/A	One of DISPOSAL REVIEW DATE or DISPOSAL CONDITION must be present for resources held in agencies. Use DISPOSAL REVIEW DATE when the disposal decision point can be reduced to a simple date that is known in advance (e.g. if the disposal condition is 'Dispose 7 years after creation', and the resource was created in 2020, the DISPOSAL REVIEW DATE will be 2027). The result of the review may be to retain the resource for a further period, in which case the DISPOSAL REVIEW DATE must be updated to indicate when the decision is to be revisited. If the resource is permanent, this property indicates when a decision should be made to transfer it to PROV. Dates must be represented using ISO8601, but should only specify the year unless very precise disposal is required.	XML/RDF-versterms: disposal-ReviewDate

<sup>6</sup> AGLS was chosen as minimal metadata set as it is (or should be) familiar to all Information Management professionals in the Victorian public sector, and many information packages are likely to already have AGLS descriptions. As AGLS is primarily intended to describe resources, it is necessary to add disposal information to facilitate management of the records over the long term.

<sup>7</sup> This URL is solely used as a unique identifier and does not identify a resource that can be retrieved or opened.

<sup>8</sup> The DISPOSAL properties are required on records held in the public office so that records managers can be cued at the appropriate time to determine if the information contained in the VEO can be disposed of.

<sup>9</sup> Transferring records to PROV is a disposal action. Hence, when creating VEOs specifically for immediate transfer to PROV the disposal decision has already been taken. These disposal fields are consequently redundant.

Disposal Condition		
OBLIGATION: Conditional		
Sub-properties	Notes on use	Rendered
N/A	One of DISPOSAL REVIEW DATE or DISPOSAL CONDITION must be present for resources held in public offices. Use DISPOSAL CONDITION when the disposal decision point cannot be reduced to a simple date (e.g. 'dispose of 30 years after use ceases'). DISPOSAL CONDITION contains a textual description of the conditions under which this resource can be disposed of (this would normally be a disposal trigger and retention period).	XML/RDF-versterms: disposal-Condition

Disposal Action		
OBLIGATION: Conditional		
Sub-properties	Notes on use	Rendered
N/A	DISPOSAL ACTION must be present for resources held in public offices. If the resource is permanent, this property must contain the value 'Transfer to PROV'. If the resource is temporary, this property contains a suggestion as to the fate of the information. Methods of disposal could include sale, transfer to another organisation, or destruction. This suggestion, however, need not be followed when the agency makes the decision to dispose of the resource.	XML/RDF-versterms: disposalAction

Disposal Reference		
OBLIGATION: Conditional		
Sub-properties	Notes on use	Rendered
N/A	DISPOSAL REFERENCE must be present for resources held in public offices. Use to contain a reference to the Retention and Disposal Authority clause that states the retention period governing this class of resource.	XML/RDF-versterms: disposal-Reference

### 3.1.2 Expressing AGLS Metadata as RDF

The AGLS metadata must be expressed as RDF. The method of representing AGLS using RDF described in [AGLS Metadata Standard, Guide to expressing AGLS metadata in RDF](#) must be used. The current version is Version 1.1 issued January 2022.

A template for AGLS metadata expressed as RDF can be downloaded from the PROV website:  
<https://prov.vic.gov.au/recordkeeping-government/a-z-topics/prov-veo-creation-products>



# 4 AS/NZS 5478 Metadata

VEOs may be described using metadata conformant<sup>10</sup> to AS/NZS 5478.

Use the following schema and syntax identifiers when incorporating AS/NZS 5478 metadata:

- MetadataSchemaIdentifier 'http://www.prov.vic.gov.au/VERS-as5478'<sup>11</sup> (without the quotes).
- MetadataSyntaxIdentifier 'http://www.w3.org/1999/02/22-rdf-syntax-ns' (without the quotes).

For the purposes of this specification, metadata compliant with the [Australian Government Recordkeeping Metadata Standard Version 2.2 \(AGRkMS\)](#) (June 2015) is considered to be conformant to AS/NZS 5478.

The following mapping between AS/NZS 5478 or AGRkMS properties and RDF property names must be used. The AS/NZS 5478 and AGRkMS documents should be consulted for the meanings of the properties, and whether the properties must or may be present, and whether they can be repeated.

ASNZS 5478 Property		XML/RDF Property Name
0	Entity Type	azns5478:EntityType
1	Category	azns5478:Category
2	Identifier	azns5478:Identifier
2.1	Identifier String	azns5478:IdentifierString
2.2	Identifier Scheme	azns5478:IdentifierScheme
3	Name	azns5478:Name
3.1	Name Words	azns5478:NameWords
3.2	Name Scheme	azns5478:NameScheme
4	Date Range	azns5478:DateRange
4.1	Start Date	azns5478:StartDate
4.2	End Date	azns5478:EndDate
5	Description	azns5478:Description
6	Related entity	azns5478:RelatedEntity
6.1	Assigned entity ID	azns5478:AssignedEntityID
6.2	Assigned entity ID scheme	azns5478:AssignedEntityIDScheme
6.3	Relationship role	azns5478:RelationshipRole
7	Change History	azns5478:ChangeHistory
7.1	Property name	azns5478:PropertyName
7.2	Prior Value	azns5478:PriorValue
7.3	Relationship ID	azns5478:RelationshipID
8	Jurisdiction	azns5478:Jurisdiction
9	Security classification	azns5478:SecurityClassification
10	Security caveat	azns5478:SecurityCaveat
10.1	Caveat text	azns5478:CaveatText
10.2	Caveat category	azns5478:CaveatCategory
11	Permissions	azns5478:Permissions
11.1	Permission text	azns5478:PermissionText

<sup>10</sup> 'Conformant to AS/NZS 5478' allows public offices to use the equivalent National Archives of Australia Commonwealth Recordkeeping Metadata Standard.

<sup>11</sup> This URL is solely used as a unique identifier and does not identify a resource that can be retrieved or opened.

ASNZS 5478 Property		XML/RDF Property Name
11.2	Permission type	azns5478:PermissionType
12	Rights	azns5478:Rights
12.1	Rights statement	azns5478:RightsStatement
12.2	Rights type	azns5478:RightsType
12.3	Rights status	azns5478:RightsStatus
13	Contact	azns5478:Contact
13.1	Contact details	azns5478:ContactDetails
13.2	Contact type	azns5478:ContactType
14	Position	azns5478:Position
15	Language	azns5478:Language
16	Coverage	azns5478:Coverage
16.1	Jurisdictional coverage	azns5478:JurisdictionalCoverage
16.2	Temporal coverage	azns5478:TemporalCoverage
16.3	Spatial coverage	azns5478:SpatialCoverage
17	Keyword	azns5478:Keyword
17.1	Keyword term	azns5478:KeywordTerm
17.2	Keyword ID	azns5478:KeywordID
17.3	Keyword Scheme	azns5478:KeywordScheme
17.4	Keyword Scheme Type	azns5478:KeywordSchemeType
18	Disposal	azns5478:Disposal
18.1	Retention and Disposal Authority <sup>12</sup>	azns5478:RetentionAndDisposalAuthority
18.2	Disposal Class ID	azns5478:DisposalClassID
18.3	Disposal Action	azns5478:DisposalAction
18.4	Disposal Trigger Date	azns5478:DisposalTriggerDate
18.5	Disposal Action Due	azns5478:DisposalActionDue
19	Format	azns5478:Format
19.1	Format Name	azns5478:FormatName
19.2	Format Version	azns5478:FormatVersion
19.3	Creating Application Name	azns5478:CreatingApplicationName
19.4	Creating Application Version	azns5478:CreatingApplicationVersion
19.5	Format Registry	azns5478:FormatRegistry
19.6	Format Registry ID	azns5478:FormatRegistryID
20	Extent	azns5478:Extent
20.1	Physical Dimensions	azns5478:PhysicalDimensions
20.2	Logical Size	azns5478:LogicalSize
20.3	Quantity	azns5478:Quantity
20.4	Units	azns5478:Units
21	Medium	azns5478:Medium
22	Integrity Check	azns5478:IntegrityCheck
22.1	Hash Function Name	azns5478:HashFunctionName
22.2	Message Digest	azns5478:MessageDigest
23	Location	azns5478:Location

<sup>12</sup> This property is named 'Records Authority' in the AGRKMS.

ASNZS 5478 Property		XML/RDF Property Name
24	Document Form	azns5478:DocumentForm
25	Precedence	azns5478:Precedence

#### 4.1.1 Controlled Values

A number of the properties in AS/NZS 5478 and AGRkMS have controlled values which are referred to as Encoding Schemes. In representing these values in VERS, the text used in the XML value must be identical to that presented in AS/NZS 5478 or AGRkMS with no leading or trailing spaces.

It should be noted that AGRkMS provides several additional Encoding Schemes over AS/NZS 5478. These are:

- Extensible List of Identifier Schemes (D3)
- AGLS Jurisdiction Scheme (D7)
- Protective Security Manual Security Classifications (D8)
- Protective Security Manual Security Caveat Categories (D9)
- Protective Security Manual Security Clearances (D10)
- Rights Type Scheme (D12.1)
- Rights Status Scheme (D12.2)
- Contact Type Scheme (D13)
- Getty Thesaurus of Geographic Names Online (D16)
- Extensible list of Keyword Schemes (D17)
- Digital Units Scheme (D19)
- Hash Function Scheme (D20)
- Document Form Scheme (D21)
- Document Precedence Scheme (D22)

These schemes may be used in VEOs if desired.

#### 4.1.2 Expressing ASNZS 5478/AGRkMS Metadata as RDF in a VEO

*Important note: there are numerous equivalent ways of representing the same RDF metadata in XML. This specification presents one way. Implementers may choose to use another equivalent way of representing the RDF in XML. If another RDF representation is chosen, the resulting graph of RDF properties and labels must be identical to that presented in these sections.*

ASNZS 5478 describes a five entity model: Record; Agent; Business; Mandate; and Relationship.

- Record entities represent the primary information captured by a record system. This includes the record itself, subsidiary parts of records, and its structural information (e.g. a business classification scheme). Every Metadata Package containing ASNZS 5478 metadata must contain at least one Record entity.
- Agents are people, organisations, organisational units, or software that had some linkage with the record (e.g. created the record, owns it). Record systems typically include information about agents that interacted with records.
- Business entities represent a business function, activity, or transaction performed by an agent. We do not commonly see information about business entities captured in current record systems.
- Mandate entities represent a source of business requirements about records (e.g. a document requiring the creation or retention of particular records). We do not commonly see information about mandates captured in current record systems.
- Relationship entities describe relationships between the other four entities (Record, Agent, Business, and Mandates). Given that Business and Mandate entities are rarely represented in current record systems, Relationship entities normally link two Record entities or Record and Agent entities. In ASNZS 5478 relationships are timebound; they have a time the relationship starts and a time it ends (if an end date/time is not specified, the relationship is continuing).

A simple way to think of entities is that each type of entity is a table in a relational database. Each instance of an entity is a row in the table. This allows normalisation of the data; the detailed information about an Agent, for example, is only recorded once in the Agent table. Relationship entities are equivalent to the many to many linking tables in a relational database; they link instances in the Record and Agent tables, or two instances in the Record table.

### 4.1.3 Information Objects and ASNZS 5478 Record entities

Every Information Object using ASNZS 5478 metadata must contain one ASNZS 5478 Record entity. If you have multiple ASNZS 5478 Record entities (e.g. representing business classification schemes, files, or parts of records), each Record entity should be placed in a separate Information Object (see the next section for details).

The following is a template for a Metadata Package containing a ASNZS 5478 Record entity with the minimum metadata (we strongly encourage the addition of more metadata).

Text in **red** should be replaced by the actual information from your system. Note:

- The value of the `anzs5478:IdentifierString` element ('I40164' in the example) is your system identifier for the Record entity contained in the Information Object, and the value is also used as the final component of the `rdf:about` attribute.
- The value of the `anzs5478:Category` element ('Item' in the example) should be selected to represent the purpose of object in your system. If the Information Object represents the record itself (or part of a record), the value would be 'Item'. If the Information Object represents information (e.g. a BCS term or file) outside the record, then the value should describe the purpose of the element (e.g. 'BCS term', or 'File').
- The value of the `anzs5478:NameWords` element ('Title1' in the example) is the title or name of the entity.
- The value of the `anzs5478:StartDate` element ('2001-01-01' in the example) is the date/time the entity was created. The ISO 8601 date format is used to represent a date/time.
- The value of the `anzs5478:RetentionAndDisposalAuthority` element ('RDA1' in the example) is the reference to the retention and disposal authority governing the retention of this entity.

#### TEMPLATE: Minimum Record Entity

```
<vers:MetadataPackage xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#">
  <vers:MetadataSchemaIdentifier>
    http://prov.vic.gov.au/vers/schema/ANZS5478
  </vers:MetadataSchemaIdentifier>
  <vers:MetadataSyntaxIdentifier>
    http://www.w3.org/1999/02/22-rdf-syntax-ns
  </vers:MetadataSyntaxIdentifier>
  <rdf:RDF xmlns:anzs5478="https://prov.vic.gov.au/ANZS5478">
    <anzs5478:Record rdf:about="http://www.prov.vic.gov.au/archive/VPRS1123/I40164">
      <anzs5478:EntityType rdf:datatype="xs:string">Record</anzs5478:EntityType>
      <anzs5478:Category rdf:datatype="xs:string">Item</anzs5478:Category>
      <anzs5478:Identifier rdf:parseType="Resource">
        <anzs5478:IdentifierString rdf:datatype="xs:string">
          I40164
        </anzs5478:IdentifierString>
      </anzs5478:Identifier>
      <anzs5478:Name rdf:parseType="Resource">
        <anzs5478:NameWords rdf:datatype="xs:string">Title</anzs5478:NameWords>
      </anzs5478:Name>
      <anzs5478:DateRange rdf:parseType="Resource">
        <anzs5478:StartDate rdf:datatype="xs:datetime">2001-01-01</anzs5478:StartDate>
      </anzs5478:DateRange>
      <anzs5478:Disposal rdf:parseType="Resource">
        <anzs5478:RetentionAndDisposalAuthority rdf:datatype="xs:string">
          RDA1
        </anzs5478:RetentionAndDisposalAuthority>
      </anzs5478:Disposal>
    </anzs5478:Record>
  </rdf:RDF>
</vers:MetadataPackage>
```

A template for a ASNZS 5478 Record entity with richer metadata can be downloaded from <https://prov.vic.gov.au/recordkeeping-government/a-z-topics/prov-veo-creation-products>

#### 4.1.4 Relationships with other ASNZS5478 Record entities

Each ASNZS 5478 Record entity is in a separate Information Object. ASNZ 5478 Record entities are linked together using the ASNZS 5478 Relationship entities.

Each relationship that a Record entity is party to is represented by a Relationship entity in the Metadata Package containing the Record entity. Note that this means the Relationship entity will be duplicated at both ends of the relationship.

As a special case, if two ASNZS 5478 Record entities are linked by a hierarchical relationship that is the same as the hierarchical relationship of the Information Objects containing them, the ASNZS 5478 Relationship can be omitted. For example consider an Item Record entity that is contained within a File Record entity. The Information Object containing the Item Record entity is an immediate subordinate of the Information Object containing File Record entity. In this case, the Relationship entity linking the two Record entities can be omitted if desired.

The following is a template for a Metadata Package containing a single Record entity with a linked Record entity.

Text in **red** should be replaced by the actual information from your system. Note:

- The anzs5478:Record XML element contains an anzs5478:Relationship XML element which references the linked Record entity.
- The anzs5478:NameWords element of a Relationship entity ('Supersedes' in this example) is the type of relationship. A useful list of typical relationship types is given in AGRMS Appendix D4, but any other relationship name can be used.
- The anzs5478:IdentifierString values are those used by the creating system to identify the relationship and the Record entities.
- The anzs5478:StartDate element in the relationship indicates when the relationship between the two entities was created (in this case '2001-01-02').
- The ASNZS 5478 standard formally requires a relationship to contain two anzs5478:RelatedEntity elements representing each end of the relationship. In this encoding, the first anzs5478:RelatedEntity is implied by the containing anzs5478:Record. There is consequently no need for it to be explicitly referenced as an anzs5478:RelatedEntity element and has been omitted.
- The linked Record element is identified by the value of the anzs5478:IdentifierString element of the related element ('I5063' in the example)
- An anzs548:Relationship element can only link between two entities.

#### TEMPLATE: Record Entity linked to an Agent entity (single entity representation)

```
<vers:MetadataPackage xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#">
  <vers:MetadataSchemaIdentifier>
    http://prov.vic.gov.au/vers/schema/ANZS5478
  </vers:MetadataSchemaIdentifier>
  <vers:MetadataSyntaxIdentifier>
    http://www.w3.org/1999/02/22-rdf-syntax-ns
  </vers:MetadataSyntaxIdentifier>
  <rdf:RDF xmlns:anzs5478="https://prov.vic.gov.au/ANZS5478">
    <rdf:Description rdf:about="http://www.prov.vic.gov.au/archive/VPRS1123/I40164">
    <anzs5478:Record rdf:parseType="Resource">
      <anzs5478:EntityType rdf:datatype="xs:string">Record</anzs5478:EntityType>
      <anzs5478:Category rdf:datatype="xs:string">Item</anzs5478:Category>
      <anzs5478:Identifier rdf:parseType="Resource">
        <anzs5478:IdentifierString rdf:datatype="xs:string">
I40164
        </anzs5478:IdentifierString>
      </anzs5478:Identifier>
      <anzs5478:Name rdf:parseType="Resource">
        <anzs5478:NameWords rdf:datatype="xs:string">Title</anzs5478:NameWords>
      </anzs5478:Name>
      <anzs5478:DateRange rdf:parseType="Resource">
        <anzs5478:StartDate rdf:datatype="xs:datetime">2001-01-02</anzs5478:StartDate>
      </anzs5478:DateRange>
      <anzs5478:Disposal rdf:parseType="Resource">
        <anzs5478:RetentionAndDisposalAuthority rdf:datatype="xs:string">
RDA1
      </anzs5478:Disposal>
    </anzs5478:Record>
  </rdf:Description>
</rdf:RDF>
</vers:MetadataPackage>
```

```

</anzs5478:RetentionAndDisposalAuthority>
</anzs5478:Disposal>
<anzs5478:Relationship rdf:parseType="Resource">
  <anzs5478:EntityType rdf:datatype="xs:string">Relationship</anzs5478:EntityType>
  <anzs5478:Category rdf:datatype="xs:string">Recordkeeping Event</anzs5478:Category>
  <anzs5478:Identifier rdf:parseType="Resource">
    <anzs5478:IdentifierString rdf:datatype="xs:string">R45897</anzs5478:IdentifierString>
  </anzs5478:Identifier>
  <anzs5478:Name rdf:parseType="Resource">
    <anzs5478:NameWords rdf:datatype="xs:string">Supersedes</anzs5478:NameWords>
  </anzs5478:Name>
  <anzs5478:DateRange rdf:parseType="Resource">
    <anzs5478:StartDate rdf:datatype="xs:datetime">2001-01-01</anzs5478:StartDate>
  </anzs5478:DateRange>
  <anzs5478:RelatedEntity rdf:parseType="Resource">
    <anzs5478:AssignedEntityID rdf:datatype="xs:string">I5063</anzs5478:AssignedEntityID>
    <anzs5478:RelationshipRole rdf:datatype="xs:string">
      2
    </anzs5478:RelationshipRole>
  </anzs5478:RelatedEntity>
</anzs5478:Relationship>
</anzs5478:Record>
</rdf:Description>
</rdf:RDF>
</vers:MetadataPackage>

```

#### 4.1.5 Relationships with other ASNZS5478 entities

A ASNZS 5478 Record entity may contain linked Agent, Business, or Mandate entities. The Record/Agent, Record/Business or Record/Mandate relationships are represented using ASNZS 5478 Relationship entities. In this case, however, the linked entity is included in the anzs5478:RelatedEntity element.

The following is a template for a Metadata Package containing a single Record entity with a linked Agent entity. If Mandate or Business entities are used, these should be expressed in the same way.

Text in **red** should be replaced by the actual information from your system. Note:

- The anzs5478:Record XML element contains an anzs5478:Relationship XML element which contains the linked Agent entity as an anzs5478:Agent XML element.
- The anzs5478:NameWords element of a Relationship entity ('Created by' in this example) is the type of relationship. A useful list of typical relationship types is given in AGRMS Appendix D4, but any other relationship name can be used.
- The anzs5478:IdentifierString values are those used by the creating system to identify that entity.
- A single anzs548:Relationship element can only contain one linked entity.

#### TEMPLATE: Record Entity linked to an Agent entity

```

<vers:MetadataPackage xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#">
  <vers:MetadataSchemaIdentifier>
    http://prov.vic.gov.au/vers/schema/ANZS5478
  </vers:MetadataSchemaIdentifier>
  <vers:MetadataSyntaxIdentifier>
    http://www.w3.org/1999/02/22-rdf-syntax-ns
  </vers:MetadataSyntaxIdentifier>
  <rdf:RDF xmlns:anzs5478="https://prov.vic.gov.au/ANZS5478">
    <rdf:Description rdf:about="http://www.prov.vic.gov.au/archive/VPRS1123/I40164">
      <anzs5478:Record rdf:parseType="Resource">
        <anzs5478:EntityType rdf:datatype="xs:string">Record</anzs5478:EntityType>
        <anzs5478:Category rdf:datatype="xs:string">Item</anzs5478:Category>
        <anzs5478:Identifier rdf:parseType="Resource">
          <anzs5478:IdentifierString rdf:datatype="xs:string">
            I40164
          </anzs5478:IdentifierString>
        </anzs5478:Identifier>
        <anzs5478:Name rdf:parseType="Resource">
          <anzs5478:NameWords rdf:datatype="xs:string">Title</anzs5478:NameWords>
        </anzs5478:Name>
        <anzs5478:DateRange rdf:parseType="Resource">
          <anzs5478:StartDate rdf:datatype="xs:datetime">2001-01-01</anzs5478:StartDate>

```

```

</anzs5478:DateRange>
<anzs5478:Disposal rdf:parseType="Resource">
  <anzs5478:RetentionAndDisposalAuthority rdf:datatype="xs:string">
    RDA1
  </anzs5478:RetentionAndDisposalAuthority>
</anzs5478:Disposal>
<anzs5478:Relationship rdf:parseType="Resource">
  <anzs5478:EntityType rdf:datatype="xs:string">Relationship</anzs5478:EntityType>
  <anzs5478:Category rdf:datatype="xs:string">Recordkeeping Event</anzs5478:Category>
  <anzs5478:Identifier rdf:parseType="Resource">
    <anzs5478:IdentifierString rdf:datatype="xs:string">R45898</anzs5478:IdentifierString>
  </anzs5478:Identifier>
  <anzs5478:Name rdf:parseType="Resource">
    <anzs5478:NameWords rdf:datatype="xs:string">Created By</anzs5478:NameWords>
  </anzs5478:Name>
  <anzs5478:DateRange rdf:parseType="Resource">
    <anzs5478:StartDate rdf:datatype="xs:datetime">2001-01-01</anzs5478:StartDate>
  </anzs5478:DateRange>
  <anzs5478:RelatedEntity rdf:parseType="Resource">
    <anzs5478:Agent rdf:parseType="Resource">
      <anzs5478:EntityType rdf:datatype="xs:string">Agent</anzs5478:EntityType>
      <anzs5478:Category rdf:datatype="xs:string">Person</anzs5478:Category>
      <anzs5478:Identifier rdf:parseType="Resource">
        <anzs5478:IdentifierString rdf:datatype="xs:string">
          A3345
        </anzs5478:IdentifierString>
      </anzs5478:Identifier>
      <anzs5478:Name rdf:parseType="Resource">
        <anzs5478:NameWords rdf:datatype="xs:string">Jane Doe</anzs5478:NameWords>
      </anzs5478:Name>
      <anzs5478:DateRange rdf:parseType="Resource">
        <anzs5478:StartDate rdf:datatype="xs:datetime">2000-09-08</anzs5478:StartDate>
      </anzs5478:DateRange>
    </anzs5478:Agent>
    <anzs5478:RelationshipRole rdf:datatype="xs:string">
      2
    </anzs5478:RelationshipRole>
  </anzs5478:RelatedEntity>
</anzs5478:Relationship>
</anzs5478:Record>
</rdf:Description>
</rdf:RDF>
</vers:MetadataPackage>

```

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