# Metadata Attributes Guide

## Core Attributes

| Name | Definition and Guidance | Content (Format and Recommended Values) |
|---|---|---|
| **Identifier** | **The identifier of the data asset is specific and unique to the agency.**<br><br>The identifier distinguishes the data asset as unique and different from another agency data asset. Ideally it is globally unique, such as a Digital Object Identifier (DOI), it may be a unique label used within the agency. It is key to finding the data asset and to ensuring that the specific data asset can be referenced without confusion. | Free text (max. 200 char) |
| **Title** | **The most common useful name by which the data asset is known** by your agency and by your largest perceived audience.<br><br>The title should be relatively unique and can be created by following a naming convention used by your agency. | Free text (max. 200 char) |
| **Description** | **A descriptive statement of the data asset.**<br><br>Easy to read information about the data asset; the purpose is to enable users to find, categorise and evaluate the fitness of a data asset to their needs.<br><br>The Description attribute is also searchable and is typically several sentences long. It is useful to consider what keywords your potential audience may use to search for the data asset.<br><br>This field could be supplemented by the attributes **Keyword** and **Purpose**. | Free text (max. 500 char) |
| **Point of Contact** | **The relevant contact for the data asset.**<br><br>Identified contact to provide additional information related to the data asset.<br><br>Ideally, a group email address or contact web page is provided because it is generic and enduring (preferable to an individual's contact). This minimises the need to regularly update metadata records. | **Email** (or **URL** to web form) for the point of contact |

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| **Access Rights** | **Specifies access to the data asset.**<br><br>Access will be based on the agency's privacy, security, or other policy approaches that apply to this data asset.<br><br>Access can be:<br><br>• **Open** - Data is publicly accessible online (registration may be required)<br>• **Conditional** - Data is publicly accessible subject to certain conditions. For example: a fee applies; or the data is only accessible at a specific physical location<br>• **Restricted** - Data access is limited. For example: during an embargo period; to a particular group of users; or where formal permission is granted.<br><br>This attribute relates to **Security Classification** and **Sensitive Data**. | Choose term from:<br><br>Open<br>Conditional<br>Restricted |
| **Security Classification** | **The security classification applied to the data asset as specified by the Australian Government Protective Security Policy Framework.**<br><br>The originator of the data asset is responsible for applying the relevant Security Classification.<br><br><br><br>Protective Security Policy Framework (PSPF) policy 8: Sensitive and classified information (Attorney-General's Department)<br><br>This attribute relates to **Sensitive Data** and **Access Rights**. | Choose term from:<br><br>UNOFFICIAL<br>OFFICIAL<br>OFFICIAL: Sensitive<br>PROTECTED<br>SECRET<br>TOP SECRET |
| **Data Custodian** | **The custodian(s) of the data asset.**<br><br>The custodian is the agency who has the control of the data asset and has the authority for sharing and disclosure. The custodian may not be the publisher (see **Publisher** attribute).<br><br>According to the *Data Availability and Transparency Act 2022: "An entity is a **data custodian** if the entity:*<br><br>(a) *is a Commonwealth body; and*<br>(b) *is not an excluded entity; and* | Free text<br><br>e.g. The Office of the National Data Commissioner (ONDC)<br><br>**Name of Agency/Department or Non Government Organisation** |

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| | (c) *either:*<br><br>    (i) *controls public sector data (whether alone or jointly with another entity), including by having the right to deal with that data; or*<br><br>    (ii) *has become the data custodian of output of a project in accordance with section 20F."*<br><br>The default may be your agency. If the asset's custodian is another agency, use a term from the Government Directory, NGO List or Research Organisation Register. | Choose Government Agency from:<br><br>https://www.directory.gov.au/departments-and-agencies<br><br>Choose NGO from:<br><br>List of Australian accredited non-government organisations (NGOs)<br><br>Choose Research Organisation identifier from:<br><br>https://ror.org/ |
| **Keyword** | **Word(s) or terms that describe the data asset subject matter.**<br><br>These word(s) or terms describe the topic(s) covered by the data asset. It answers the question "what is this data asset about?" and supports data discovery. When selecting keywords, consider what search terms your users may choose when searching for the data asset.<br><br>It is recommended to include at least one term from the Australian Governments' Interactive Functions Thesaurus (AGIFT) that covers words and terms related to Australian Government agencies' core business functions and activities. Also include words such as Indigenous, Disability or Gender if appropriate to better support the Government's priority data activities.<br><br>The top-level terms in AGIFT are:<br><br>Business Support and Regulation<br>Civic Infrastructure<br>Communications<br>Community Services<br>Cultural Affairs<br>Defence<br>Education and Training<br>Employment<br>Environment<br>Finance Management<br>Governance<br>Health Care<br>Immigration<br>Indigenous Affairs<br>International Relations<br>Justice Administration<br>Maritime Services<br>Natural Resources<br>Primary Industries | Free text<br><br>e.g.<br><br>Education and Training, Early Childhood Education, ...<br><br>Australian Governments' Interactive Functions Thesaurus (AGIFT) |

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| | Science<br>Security<br>Sport and Recreation<br>Statistical Services<br>Tourism<br>Trade<br>Transport<br><br>Other subject matter specific words or terms can be found in:<br><br>• Vocabularies used by your agency<br>• ANZSRC Field Of Research Code 2020<br>• Description of functions and sub-functions (Department of Finance).<br><br>Where multiple keywords apply, separate the terms with a comma ','. | |
| **Resource Type** | **The type of data asset being described.**<br><br>This attribute specifies the type of data asset. The most common types of data asset applicable are listed below with their definitions.<br><br>**collection**<br>an aggregation of items. The term collection means that the resource is described as a group; its parts may be separately described and navigated.<br><br>**dataset**<br>structured information encoded in lists, tables, databases, etc., which will normally be in a format available for direct machine processing. For example - spreadsheets, databases, GIS data, midi data. Note that unstructured numbers and words would be considered as text.<br><br>**image**<br>the content is primarily symbolic visual representation other than text. For example - images and photographs of physical objects, paintings, prints, drawings, other images and graphics, animations and moving pictures, film, diagrams, maps, musical notation. Note that image may include both electronic and physical representations.<br><br>**interactive resource**<br>a resource which requires interaction from the user to be understood, executed, or experienced. For example - forms on web pages, applets, multimedia learning objects, virtual reality.<br><br>**model**<br>an abstraction of the real thing, i.e. some generalisation and interpretation. Models could be considered a symbolic | Choose a term from the following list. Use the most specific relevant type:<br><br>collection<br>dataset<br>image<br>interactive resource<br>model<br>physical object<br>place<br>service<br>software<br>sound<br><br>Terms above are a subset of https://www.dublincore.org/specifications/dublin-core/resource-typelist/ |

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| | representation. Examples include performance models, cost models, mechanical models, etc.<br><br>**service**<br>a system that provides one or more functions of value to the end-user. Examples include: a photocopying service, a banking service, an authentication service, interlibrary loans, a Z39.50 or Web server.<br><br>**software**<br>a computer program in source or compiled form which may be available for installation non-transiently on another machine. For software which exists only to create an interactive environment, use interactive instead.<br><br>**sound**<br>a resource whose content is primarily audio or intended to be realised in audio. For example - music, speech, recorded sounds. This category includes musical notation, including score, which is unrealised in sound.<br><br>This attribute could be supplemented by attribute **Format**. | |
| **Date Modified** | **The most recent date the data asset record was either created, changed, updated or modified.**<br><br>This refers to the *registration* of the data asset in the inventory, not a date pertaining to data asset itself. | **Date/Time** in format: AS/NZS ISO 8601.1:2021<br><br>e.g.<br><br>2023-09<br>2023-09-17<br>2023-09-17T23:20:30+04:00<br>[dateX]["T"][timeX][shiftX] |

# Additional Attributes

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| **Publish Date** | **The date on which the data asset was formally issued or made available.** | **Date/Time** in format: AS/NZS ISO 8601.1:2021<br><br>e.g.<br><br>    1973-09<br>    1973-09-17<br>    1973-09-17T23:20:30+04:00<br>    [dateX]["T"][timeX][shiftX] |
| **Temporal coverage from** | **The start period for which this data asset is applicable.**<br><br>Temporal coverage refers to the time period that a data asset covers, which may be broader than a single collection. E.g., a data service or data portal.<br><br>This field is related to the attribute **Temporal coverage to**. | **Date/Time** in format: AS/NZS ISO 8601.1:2021<br><br>e.g.<br><br>    1973-09<br>    1973-09-17<br>    1973-09-17T23:20:30+04:00<br>    [dateX]["T"][timeX][shiftX] |
| **Temporal coverage to** | **The end period for which this data asset is applicable.**<br><br>The data asset may not have an end date if it is being continually added to, in which case, a value is not required. E.g. a data service or data portal.<br><br>This field is related to the attribute **Temporal coverage from**. | **Date/Time** in format: AS/NZS ISO 8601.1:2021<br><br>e.g.<br><br>    2023-09<br>    2023-09-17<br>    2023-09-17T23:20:30+04:00<br>    [dateX]["T"][timeX][shiftX] |
| **Update Frequency** | **The frequency at which new, revised, or updated versions of this data asset are made available.**<br><br>For data assets regularly released, one data asset record will represent a series; separate records will not be required per update. Agencies will determine when a new record is required for a data asset, based on changes in methodology, collection and related policies. | Choose term from:<br><br>    Triennial<br>    Biennial<br>    Annual<br>    Semiannual<br>    Quarterly<br>    Bimonthly<br>    Monthly<br>    Semimonthly<br>    Biweekly<br>    Weekly<br>    Semiweekly<br>    Daily<br>    Continuous<br>    Irregular<br><br>Terms above are a subset of https://www.dublincore.org/specifications/dublin-core/collection-description/frequency/ |

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| **Purpose** | **A descriptive summary of the intentions which the data asset was developed and proposed to be used for.**<br><br>This field supplements the attribute **Description**. | Free text (max. 500 char) |
| **Location** | **The scope of the geographic area or location that the data asset covers.**<br><br>Location represents the geographic scope of the *entire* data asset (e.g. "Australia") and is not intended to represent location values contained within the data asset, for example *street*, *suburb* or *region* which could be captured within **Keyword**, **Description** or **Purpose**. | Choose term from:<br><br>    Australia<br>    New South Wales<br>    Victoria<br>    Queensland<br>    South Australia<br>    Western Australia<br>    Tasmania<br>    Northern Territory<br>    Australian Capital Territory<br>    Other Territories*<br>    International<br><br>*Other territories include Jervis Bay Territory, Territory of Christmas Island, Territory of the Cocos (Keeling) Islands and Norfolk Island<br><br>**OR**<br><br>Provide at least one of:<br><br>[Australian Statistical Geography Standard (ASGS) Edition 3, July 2021 - June 2026](#) |
| **Access URL** | **The Uniform Resource Locator (URL) that links to the data asset.**<br><br>If the **Access Rights** of the data asset is "open", this could be a publicly accessible permanent URL that provides (direct/mediated) access to the data asset. If the **Access Rights** of the data asset is "conditional" or "restricted", the URL could be a permanent file path to an internal system location. | URL |
| **Licence** | **A legal document under which the data asset is made available.**<br><br>This information may be sourced through the agency's legal department. | Attach (or provide a URL to) the licence document |

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| **Sensitive Data** | **The type of sensitivity of the data asset, where applicable.**<br><br>If **Security Classification** has value "OFFICIAL: Sensitive", provide type of sensitivity. Where multiple sensitivity types exist within the data asset, provide the most restrictive dissemination limiting marker (DLM).<br><br>Refer to [Protective Security Policy Framework (PSPF) policy 9: Access to information (Attorney-General's Department)](#) for guidance.<br><br>This attribute relates to **Security Classification** and **Access Rights**. | Choose term from:<br><br>None<br>Commercial<br>Cultural<br>Environmental<br>Government<br>Health/Medical<br>Legal<br>Personal |
| **Legal Authority** | **All legal mandates under which the data asset was collected, created, received, used or disclosed.**<br><br>Legal mandates could include Memorandum of Understanding; Legislation; Machinery of Government; Government policies or acts; etc. It could include the authority, e.g. (Australian Government) Federal Register of Legislation or Data Availability and Transparency Act 2022.<br><br>Where multiple legal mandates exist, separate their URLs with a comma ','.<br><br>This information may be sourced through the agency's legal department. | Free text (max. 200 char)<br><br>No<br>URL (or file path) to relevant mandate (e.g. [https://www.legislation.gov.au/)](https://www.legislation.gov.au/) |
| **Disposal** | **The disposal action to which the data asset is subject to.**<br><br>Where multiple disposal actions exist within the data asset, provide the longest retention period.<br><br>Refer to "**18.3 Disposal Action**" within [AGRkMS V2.2 (June 2015)](#) for guidance.<br><br>This information may be sourced through the agency's legal department. | Free text:<br><br>e.g.<br><br>"Destroy 3 years after contract is terminated"<br>"Destroy 7 years after last entry"<br>"Destroy 75 years after date of birth of employee"<br>"Retain as national archives"<br>... |
| **Data Status** | **A status that describes the state of progression or registration of the data asset.**<br><br>This refers to the status of the data asset registration within the inventory, not the status of the data asset itself.<br><br>• **Planned** - Registration is planned<br>• **Under Development** - Registration in progress (not all attributes populated)<br>• **Completed** - Registration complete | Choose term from:<br><br>Planned<br>Under Development<br>Completed |

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| **File size** | **The volume of the data asset.**<br><br>For digital assets, provide a number and units.<br><br>This field may not be relevant, for example, if your data asset is a data service or interactive resource.<br><br>This information may be sourced through the agency's IT or data management departments. | Free text<br><br>e.g.<br><br>N/A<br>2KB<br>4MB<br>5GB<br>1TB |
| **Format** | **The distribution format of the data asset.**<br><br>It is recommended that an agency determines a relevant set of terms to be used consistently when collecting.<br><br>This information may be sourced through your agency's IT or data management departments.<br><br>**Format** is related to the attribute **Resource Type**. | Free text<br><br>e.g.<br><br>CSV<br>Database<br>DataCube<br>GeographicData<br>JPEG<br>MP4<br>Spreadsheet<br>WebPage<br>WebApplication |
| **Language** | **The language used within the data asset.**<br><br>This refers to the language used within the data asset - e.g. "English".<br><br>The default value may be set to "English". Some agencies may have assets containing languages other than English, in which case the Australian Standard Classification of Languages (ASCL) can be used. | Free text<br><br>e.g.<br><br>English<br><br>**OR**<br><br>Choose term from:<br><br>Australian Standard Classification of Languages (ASCL), 2016 \| Australian Bureau of Statistics (abs.gov.au) |

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| **Publisher** | **The agency that made the data asset formally available.**<br><br>The publisher is the agency that formally produced and released the data asset and controls any future version release. The Publisher may not be the custodian (see **Data Custodian** attribute), e.g. Office of the National Data Commissioner (ONDC)<br><br>The default value may be your agency.  If the asset is published by another agency, use a term from the Government Directory, NGO List or Research Organisation Register.<br><br>This field is related to attribute **Data Custodian**. | Free text<br><br>e.g. Office of the National Data Commissioner (ONDC)<br><br>**Name of Agency/Department or Non Government Organisation**<br><br>Choose Government Agency from:<br><br>https://www.directory.gov.au/departments-and-agencies<br><br>Choose NGO from:<br><br>List of Australian accredited non-government organisations (NGOs)<br><br>Choose Research Organisation identifier from:<br><br>https://ror.org/ |