Task
Have a look at State Records South Australia, South Australian Recordkeeping Metadata Standard, January 2004.

This standard is gradually being implemented throughout the departments and other agencies of the South Australian Government. Compliance with the Standard is required only when agencies implement new document or records management systems.

You are the Information Manager of the fictitious South Australian Department of Innovation. Your role is to implement industry standards for recordkeeping, supporting technologies and best practice into the Department. Your Department must lead by example.

Questions:
How are you going to implement the South Australian Recordkeeping Metadata Standard in the Department of Innovation?
What are the challenges?

Hints:
• Consider cultural issues.
• Consider the size & complexity of the Metadata Standard – how can you simplify this for users?
• Consider the role of technology.

There is no right or wrong answer to these questions. I am looking for your understanding of the value & use of such a standard, and an understanding of what issues you might encounter in implementing such an instrument.

Put up some ideas for everyone to consider and discuss.