

UNIVERSITI TEKNOLOGI MARA

**RECORD MANAGEMENT
METADATA FOR PUBLIC SECTOR
DATA DICTIONARY (DDSA)**

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ABSTRACT

Record losses have been a great challenge in digital record management. Managing Government records are even more challenging as some of them may have historical value. The increasing usage of digital records in Government agencies has required proper management to ensure the authenticity, reliability, integrity and usability of the records over time. However, due to improper practice of digital information system, the Government has facing a risk of losing vital information as well as the records. One of the important elements in digital record management practices is record management metadata. In order to effectively manage the digital records, the corresponding metadata must also be maintained effectively. Therefore, this study explored the current practice of record management metadata in the public sector and aim to propose a record management metadata schema to be used in the Public Sector Data Dictionary (DDSA). Qualitative approach has been used in this study because it allows a deeper understanding about the current practice of record management metadata in public sector. A case study at a case site has been done and the methods used for data collection are document analysis, interview with the expert and analysis of the current system. The finding from current practice of record management metadata in National Archives of Malaysia (NAM) is able to explore the process of constructing record management metadata for public sector. Thirty record types are also identified which have been used by NAM in the implementation of ERMS. Then, it is compared to the Australian Government Recordkeeping Metadata Standard (AGRkMS) Version 2.2 and Malaysia Standard of Information and documentation - Principles and functional requirement for records in electronic office environments (MS ISO 16175). From the findings, the record management metadata schema for DDSA is developed. It has thirty record types consists of twenty five types of metadata elements with use obligation of five mandatory, eight conditional and twelve optional. The contribution of the study towards new knowledge is reflected through the work process of developing record management metadata schema and the record management metadata schema for DDSA.

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