

## Audio Metadata and Usage Guidelines:

*Physical and digitised  
media*



### Contents

<b>1. BASIC APPROACH</b>	<b>2</b>
<b>2. AUDIO: MANDATORY METADATA ELEMENTS: THE MINIMUM SET OF METADATA ELEMENTS</b>	<b>3</b>
<b>2. AUDIO: MANDATORY AND RECOMMENDED METADATA ELEMENTS</b>	<b>5</b>
<b>3. AUDIO: FULL SET OF METADATA ELEMENTS: MANDATORY, RECOMMENDED AND OPTIONAL</b>	<b>9</b>

### Prepared for the:

- Metadata Subcommittee of the Remote Aboriginal and Torres Strait Islander Audio Visual Collections Reference Group<sup>1</sup>

### Prepared by:

- Kerry Blinco, Northern Territory Library
- Koulla Giannikouris, Northern Territory Library
- Susan Locke, Indigenous Remote Communications Association (editorial support)

---

<sup>1</sup> See <http://www.irca.net.au/projects/archiving/reference-group>

## 1. Basic approach

1. The content and production information of the original media object is “catalogued”; metadata about digital copies of the original media object is included in the same record as the original media object.
2. In some cases the original media object may be held somewhere else than the actual archive. For example an original copy may be held in AIATSIS with digital copies held by the archive.
3. A media object has three types of rights:
  - a. Ownership of the Indigenous and Cultural Intellectual Property represented in the object;
  - b. Ownership of the media object as a published or produced object (the Western legal ownership concept of copyright);
  - c. Cultural access rights about who can access or view the object.

Metadata for the first two rights is set out in the Rights Metadata section below. Metadata for the third right is set out in the Access Rights Metadata section below.

## 2. Audio: Mandatory metadata elements: the minimum set of metadata elements

Number	Metadata Field	Usage	Occurrence	Description
1	<b>Title</b>	Sports call of football match between Katherine and Ngukurr, 14 May 1999	Mandatory, only one title entry here.	Title or name that describes the audio recording. Give a title that will distinguish this recording from other recordings if possible.
2	<b>Date recorded</b>	e.g. 19980514 e.g. 199805 e.g. 1998	Mandatory, only one date entry here.	The date when the audio was recorded, in other words the production date. If recorded over a number of months use the year, if recorded over a few years use the first year. If you don't know the date use an estimated year. Use the format YYYYMMDD. If you only know the month use YYYYMM.
3	<b>Genre</b>	Sport	Mandatory, only one title entry here.	The theme of the audio recording. E.g. Country Visit, Oral History, Music Video, Animation etc.
4	<b>Content Summary</b>	Sports call by Stan Coombes and Gilbert MacAdam of the football match between Katherine Camels and Ngukurr Bulldogs	Mandatory, only one summary entry here.	Description of the audio recording.
<b>Technical metadata: Physical object</b>				
5	<b>Format of Original</b>	Physical	Mandatory, only one format of original entry here	Format of the analog audio recording
6	<b>Physical format</b>	Eg Audiocassette, Minidisc, audioreel tape.	Mandatory, but no more than one entry here.	Description of the physical container:
7	<b>Location of Original</b>	Katherine ABC Offices	Mandatory, only one place entry here.	Where the analog audio recording is held.
<b>Technical metadata: Digitised version (repeat for each digital version). MANDATORY IF THERE IS A DIGITISED COPY OR COPIES</b>				
8	<b>Digital Container Format</b>	CD, File	Mandatory, can have multiple entries for each digitised copy, separate by commas	Format of the container for the digital content.
9	<b>Location /File Name</b>	URI if possible e.g. c:\audio\Katherine grandfinal.wav	Mandatory, can have multiple entries for each digitised copy, separate by commas	The name of the audio recording file and the file path where it is stored.
10	<b>Encoding Format</b>	e.g. WAV, MP3	Mandatory, can have multiple entries for each digitised copy, separate by commas	Encoding format for the digital file.

Number	Metadata Field	Usage	Occurrence	Description
<i>Cultural rights</i>				
11	<b>Cultural use category</b>	Open Access Closed Access Restricted	Mandatory, can include multiple categories if appropriate.	Category of user who may use this item.
<i>Administrative metadata</i>				
12	<b>Record Created Date</b>	20150327	Mandatory, only one occurrence	The date the metadata record was created
13	<b>Record created by</b>	John Smith Smith, John Use the name format agreed for your archive.	Mandatory, normally only one occurrence here	The name of the person that creates the metadata record
14	<b>Processing Complete</b>	Y or N	Mandatory	Indicates if all processing of the item and metadata creation has been completed.

## 2. Audio: Mandatory and recommended metadata elements

Number	Metadata Field	Usage	Occurrence	Description
1	Identifier	HB1-0000008	Recommended, include no more than one identifier here.	Unique number that may be allocated by your archive. Otherwise allocate a unique identifier to each record.
2	Title	Sports call of football match between Katherine and Ngukurr, 14 May 1999	Mandatory, only one title entry here.	Title or name that describes the audio recording. Give a title that will distinguish this recording from other recordings if possible.
3	Director	Tom Lewis Lewis, Tom Use the name format agreed for your archive.	Recommended, can include multiple names here.	The name of the person who directed the audio recording.
4	Sound	Harry McDonald McDonald, Harry Use the name format agreed for your archive	Recommended, can include multiple names here.	The name of the person who recorded the sound for the audio recording.
5	Editor	Michael Green Green, Michael Use the name format agreed for your archive.	Recommended, can include multiple names here.	The name of the person who edited the audio recording.
6	Date Recorded	e.g. 19990514 e.g. 199905 e.g. 1999	Mandatory, only one date entry here.	The date when the audio was recorded, in other words the production date. If shot over a number of months use the year, if shot over a few years use the first year. If you don't know the date use an estimated year. Use the format YYYYMMDD. If you only know the month use YYYYMM.
7	Year Published	e.g. 2000	Recommended, only one date entry here.	The year when the audio recording was published.
8	Place	Katherine (NT Top End SD53-09)	Recommended, can include multiple place names here if appropriate.	The place where the audio recording was taken. Be as specific as possible.  You may choose to shorten the aiatsis place names eg Katherine but always use a 1:1 mapping to the aiatsis place names.  <a href="http://www1.aiatsis.gov.au/thesaurus/placename/placename.asp">http://www1.aiatsis.gov.au/thesaurus/placename/placename.asp</a>  also Australian Gazetteer <a href="http://www.ga.gov.au/place-names/">http://www.ga.gov.au/place-names/</a>
9	Publisher	E.g. Top End Aboriginal Bush Broadcasting Association	Recommended, but no more than one publisher	The person or organisation that published the audio recording.

Number	Metadata Field	Usage	Occurrence	Description
10	Subjects	Australian rules football  Sport - Football - Australian rules	Recommended, can include multiple subjects here if appropriate.	Subjects used in the audio recording.  Use words that are useful to find the audio recording and meaningful.  Can also add AIATSIS subject headings.  <a href="http://www1.aiatsis.gov.au/thesaurus/subject/subject.asp">http://www1.aiatsis.gov.au/thesaurus/subject/subject.asp</a>
11	People in the Recording	Bill Smith, Fred Gray, Chris Brown, Timmy Logan.	Recommended, can include multiple names here if appropriate.	Names of people who are in the audio recording. Name people from left to right. Use the name format agreed for your archive.
12	Language Group Subject	Ngalakan language (N77) (NT SE53-02) Jawoyn language (N57) (NT SD53-09) Kriol Language	Recommended, can include many language subjects here if appropriate.	Describes the language group used in the media or of the people in the audio recording.  <a href="http://www1.aiatsis.gov.au/thesaurus/language/language.asp">http://www1.aiatsis.gov.au/thesaurus/language/language.asp</a>  You might choose to shorten these to Ngalakan, Jawoyn, Kriol and have the computer output the full language code on export, but always maintain a 1:1 mapping to the AIATSIS language codes.
13	Genre	Sport	Mandatory, only one title entry here.	The theme of the audio recording. E.g. Country Visit, Oral History, Music Video, Animation etc.
14	Content Summary	Sports call by Stan Coombes and Gilbert MacAdam of the football match between Katherine Camels and Ngukurr Bulldogs	Mandatory, only one summary entry here.	Description of the audio recording content.
<b>Technical metadata: Physical object</b>				
15	Format of Original	Physical	Mandatory, only one format of original entry here	Format of the analog audio recording.
16	Physical Format	Eg CD, File	Mandatory, but no more than one entry here.	Description of the physical container:
17	Sound characteristics	Mono, stereo	Recommended, include multiple here if appropriate	Sound characteristics of the audio material , stereo, configuration of playback channels etc..
18	Duration (Time)	60 min.	Recommended, but no more than one entry here.	Length of time the audio recording runs for in minutes.
19	Location of Original	Katherine ABC Offices	Mandatory, only one place entry here.	Where the original audio recording is held.
<b>Technical metadata: Digitised version</b>				
20	Digital Container Format	CD, File	Mandatory, can have multiple entries for each digitised copy, separate by commas	Format of the container for the digital content.

Number	Metadata Field	Usage	Occurrence	Description
21	Location /File Name	URI if possible e.g. c:\audio\Katherine grandfinal.wav	Mandatory, can have multiple entries for each digitised copy, separate by commas	The name of the audio recording file and the file path where it is stored.
22	Encoding Format	e.g. WAV, MP3	Mandatory, can have multiple entries for each digitised copy, separate by commas	Encoding format for the digital file.
23	File Size	e.g. 25 MB	Recommended, can have multiple entries, separated by a comma	The size of the digital file.
24	Bit depth	e.g., 16 bit, 24 bit	Recommended, can have more than one entry separated by a comma	The number of bits of information in each sample.
25	Sample rate	e.g., 44.1 khz, 48 khz	Recommended, can have more than one entry separated by a comma	The number of samples of audio carried per second, measured in Hz or kHz
26	Bit rate	e.g., 1152 kbps	Recommended, can have more than one entry separated by a comma	The number of bits that are conveyed or processed per unit of time.
<b>Rights Metadata – ownership of the media object and the knowledge contained in the media object</b>				
27	Copyright Owner	e.g. Katherine Public Library  e.g. Top End Aboriginal Bush Broadcasting Association	Recommended, can be multiple but generally only one entry for copyright owner.	Who owns the copyright now for the of the audio recording?  Copyright generally belongs to the person who recorded the audio. It can also be an organisation who has received a donation of the recording from the owner who has signed over the copyright.
28	ICIP – Language group	e.g., Warlpiri people	Recommended, include multiple here if appropriate.	The language group(s) who own the Indigenous Intellectual and Cultural Property. Use the AIATSIS language names thesaurus for terms. Use only language name
29	ICIP – Information	Information at appropriate level of detail of Indigenous ownership of content, e.g., may be associated with skin groups.	Recommended, include multiple here if appropriate.	A concise description of cultural ownership. Spellings and orthographies of clans, skin names, should be developed as a reference list by the archive.

Number	Metadata Field	Usage	Occurrence	Description
30	Conditions of Use	For Non Commercial Use Only  E.g. This audio recording is licensed for use under a Creative Commons Attribution, Non-commercial 4.0 Licence. For all other uses permission must be sought from both the sound recordist and the cultural knowledge owners.	Recommended, can be multiple but generally only one entry for conditions of use.	A requirement to protect the rights in the audio recording.  E.g. granting attribution permission is granted if someone wants to use the audio recording for their research or study. Requiring permission to be requested for commercial purposes e.g. a CD which will be for sale. Can include cultural protocol requirements.
<b>Access Rights Metadata – access to the media object</b>				
31	Cultural Use Category	Open Access Closed Access Restricted	Mandatory, only one entry.	Category of user who may use this item.
32	Type of Cultural Use Restrictions	Local value list but could include Sorrow, Sensitive, Ceremony, Women's Business, Men's Business, Cultural Protocol Restriction, Family Restriction	Recommended, can include multiple categories if appropriate.	Type of cultural restriction to use for the audio.
33	Restriction Start Date	20141105	Recommended, include no more than one start date.	Date when the restriction commences for the audio recording. Use format - YYYYMMDD
34	Restriction Finish Date	20151105	Recommended, include no more than one finish date.	Date when the restriction finishes. Use format – YYYYMMDD.
35	Restriction Notes	E.g. Contact Angela Simpson in 2015 to ensure she wishes this material to continue to be restricted.	Recommended, include no more than one restriction note.	Notes about the restriction placed on the audio recording – Not for public display.
<b>Administrative metadata</b>				
36	Record Created Date	20150327	Mandatory, only one occurrence	The date the metadata record was created
37	Record created by	John Smith Smith, John Use the name format agreed for your archive.	Mandatory, normally only one occurrence here	The name of the person that creates the metadata record
38	Record updated by	John Smith Smith, John Use the name format agreed for your archive.	Recommended, normally only one occurrence here per Record updated date.	The name of the person that updated the metadata record
39	Record updated date	20150327	Recommended. May be many update pairs	The date the metadata record was updated –paired with Record updated by
40	Distribution	Organisations, platforms and distributors name. ICTV, Indigitube, Community Stories	Recommended. May be more than one occurrence	Organisations, platforms and distributors to which the media object has been provided or deployed.
41	Processing Complete	Y or N	Mandatory	Indicates if all processing of the item and metadata creation has been completed.



### 3. Audio: Full set of metadata elements: mandatory, recommended and optional

Number	Metadata Field	Usage	Occurrence	Description
1	Identifier	HB1-0000008	Recommended, include no more than one identifier here.	Unique number that may be allocated by your archive. Otherwise allocate a unique identifier to each record.
2	Title	Football match between Katherine and Ngukurr, 14 May 2014	Mandatory, only one title entry here.	Title or name that describes the audio recording. Give a title that will distinguish this audio recording from other audio recordings if possible.
3	Executive Producer	Bill Smith Smith, Bill Use the name format agreed for your archive.	Optional, can include multiple names here.	The name of the person who is the executive producer of the audio recording
4	Producer	Kenny Miller Miller, Kenny Use the name format agreed for your archive.	Optional, can include multiple names here.	The name of the person who produced the audio recording.
5	Production Manager	James Kennedy Kennedy, James Use the name format agreed for your archive.	Optional, can include multiple names here.	The name of the person who is the production manager.
6	Scriptwriter	Miranda James James, Miranda Use the name format agreed for your archive.	Optional, can include multiple names here.	The name of the person who wrote the script for the audio recording.
7	Director	Tom Lewis Lewis, Tom Use the name format agreed for your archive.	Recommended, can include multiple names here.	The name of the person who directed the audio recording.
8	Sound	Harry McDonald McDonald, Harry Use the name format agreed for your archive	Recommended, can include multiple names here.	The name of the person who recorded the sound for the audio recording.
9	Editor	Michael Green Green, Michael Use the name format agreed for your archive.	Recommended, can include multiple names here.	The name of the person who edited the audio recording.
10	Soundtrack	Joseph Black Black, Joseph Use the name format agreed for your archive.	Optional, can include multiple names here.	The name of the person who recorded the soundtrack for the audio recording.
11	Translator	Jennifer Green Green, Jennifer Use the name format agreed for your archive	Optional, can include multiple names here.	The name of the person who translated the language content of the audio recording.
12	Transcription	Susan Brown Brown, Susan Use the name format agreed for your archive	Optional, can include multiple names here.	The name of the person who created the transcript of the language content of the audio recording
13	Cultural Liaison	Tommy Jones Jones, Tommy Use the name format agreed for your archive.	Optional, can include multiple names here.	The name of the person who was responsible for cultural liaison.

Number	Metadata Field	Usage	Occurrence	Description
14	<b>Other Crew Role</b>	Billy Smith Smith, Billy Use the name format agreed for your archive.	Optional, can include multiple names here.	The name of others who worked on the audio recording.
15	<b>Date Recorded</b>	e.g. 19990614 e.g. 199906 e.g. 1999	Mandatory, only one date entry here.	The date when the audio recording was recorded, in other words the production date. If shot over a number of months use the year, if shot over a few years use the first year. If you don't know the date use an estimated year. Use the format YYYYMMDD. If you only know the month use YYYYMM.
16	<b>Year Published</b>	e.g. 2000	Recommended. only one date entry here.	The year when the audio recording was published.
17	<b>Place</b>	Katherine (NT Top End SD53-09)	Recommended, can include multiple place names here if appropriate.	The place where the audio recording was taken. Be as specific as possible.  You may choose to shorten the aiatsis place names eg Katherine but always use a 1:1 mapping to the aiatsis place names.  <a href="http://www1.aiatsis.gov.au/thesaurus/placename/placename.asp">http://www1.aiatsis.gov.au/thesaurus/placename/placename.asp</a>  also Australian Gazetteer <a href="http://www.ga.gov.au/place-names/">http://www.ga.gov.au/place-names/</a>
18	<b>Publisher</b>	E.g. PAW Media	Recommended, but no more than one publisher	The person or organisation that published the audio recording.
19	<b>Subjects</b>	Australian rules football  Sport - Football - Australian rules	Recommended, can include multiple subjects here if appropriate.	Subjects used in the audio recording.  Use words that are useful to find the audio recording and meaningful.  Can also add aiatsis subject headings.  <a href="http://www1.aiatsis.gov.au/thesaurus/subject/subject.asp">http://www1.aiatsis.gov.au/thesaurus/subject/subject.asp</a>
20	<b>People on the Recording</b>	Bill Smith, Fred Gray, Chris Brown, Timmy Logan.	Recommended, can include multiple names here if appropriate.	Names of people who are in the audio recording. Name people from left to right. Use the name format agreed for your archive.
21	<b>Organisation Subjects</b>	Katherine Camels Ngukurr Bulldogs Big Rivers Football league	Optional, can include multiple subjects here if appropriate.	Name of the organisations associated with the audio recording. Use the name format agreed for your archive.
22	<b>Keywords</b>	Football Sport	Optional, can include many keywords here if appropriate.	Keywords or tags to describe subjects or topics in the audio recording in everyday words or special words.

Number	Metadata Field	Usage	Occurrence	Description
23	Language Group Subject	Ngalakan language (N77) (NT SE53-02) Jawoyn language (N57) (NT SD53-09) Kriol Language	Recommended, can include many language subjects here if appropriate.	Describes the language group used in the media or of the people in the audio recording.  <a href="http://www1.aiatsis.gov.au/thesaurus/language/language.asp">http://www1.aiatsis.gov.au/thesaurus/language/language.asp</a>  You might choose to shorten these to Ngalakan, Jawoyn, Kriol and have the computer output the full language code on export, but always maintain a 1:1 mapping to the AIATSIS language codes.
24	Genre	Sport	Mandatory, only one title entry here.	The theme of the audio recording. E.g. Country Visit, Oral History, Music Video, Animation etc.
25	Series	Football diaries	Optional, but no more than one series title.	Part of a related series of productions include the series name
26	Collection	Bill Smith Collection	Optional, include no more than one collection name here if appropriate	Name of the collection to which this item belongs. This may be the donor of the audio recording or a subject or genre collection.  Use the convention agreed for your archive.
27	Information	The site of the football oval is owned by the Jawoyn people in Katherine.	Optional, include no more than one information entry here if appropriate	Information that you have about the audio recording that is useful to record that is not in any other field.
28	Content Summary	Football match between Katherine Camels and Ngukurr Bulldogs	Mandatory, only one summary entry here.	Description of the audio recording (story)
29	Transcript	The text of the transcript in its recorded language.	Optional, but no more than one entry here.	The transcript of the audio file in language of recording goes here
30	Transcript {Translation}	The text of a translation of the audio goes here {Jawoyn language }	Optional, but no more than one entry here.	A translation of the audio file to another language. {language code as per language subject}
	<b>Technical Metadata</b> If you have one or more digital versions of the audio recording. This set of fields can repeat for multiple file types. Repeat for each format of the audio recording- eg if you have a MP4 etc.			
	<b>Information about the Physical Audio recording</b>			
31	Format of Original	Physical	Mandatory, only one format of original entry here	Format of the original audio recording.
32	Physical Format	Eg Cassette tape, Mini disc, audio reel tape, etc	Mandatory, but no more than one entry here.	Description of the physical container:
33	Sound characteristics	Mono, stereo	Recommended, include multiple here if appropriate	Sound characteristics of the audio material , stereo, configuration of playback channels etc.
34	Size – Dimensions	e.g. Reel dimensions for reel to reel tape, enclosure size for audio cassette	Optional, but no more than one entry here.	Physical dimensions of the physical container

Number	Metadata Field	Usage	Occurrence	Description
35	Size – Length	Length in feet.	Optional, but no more than one entry here.	Physical size - length of the audio recording
36	Duration (Time)	60 min.	Recommended, but no more than one entry here.	Length of time the audio recording runs for in minutes.
37	Location of Original	Katherine ABC Offices	Mandatory, only one place entry here.	Where the analog audio recording is held.
<b>Information about the Digitised Audio recording</b>				
<b>If you have one or more digital versions of the audio recording This set of fields can repeat for multiple file types. Repeat for each format of the audio recording.</b>				
38	Digital Container Format	CD, File	Mandatory. Can have multiple entries for each digital copy, separate by commas	Format of the container for the digital content.
39	Location /File Name	URI if possible e.g. c:\audio\Katherine grandfinal.wav	Mandatory. Can have multiple entries for each digital copy, separate by commas	The name of the audio recording file and the file path where it is stored.
40	Encoding Format	e.g. WAV, MP3	Mandatory. Can have multiple entries for each digital copy, separate by commas	Encoding format for the digital file.
41	File Size	e.g. 25 MB	Recommended, Mandatory, can have multiple entries for each digitised copy, separate by commas	The size of the digital file. Include resolution and transmission speed if available.
42	Bit depth	e.g., 16 bit, 24 bit	Recommended, Mandatory, can have multiple entries for each digitised copy, separate by commas	The number of bits of information in each sample.
43	Sample rate	e.g., 44.1 khz, 48 khz	Recommended, Mandatory, can have multiple entries for each digitised copy, separate by commas	The number of samples of audio carried per second, measured in Hz or kHz
44	Bit rate	e.g., 1152 kbps	Recommended, Mandatory, can have multiple entries for each digitised copy, separate by commas	The number of bits that are conveyed or processed per unit of time.

Number	Metadata Field	Usage	Occurrence	Description
45	Enhanced	Yes, No	Optional, can have multiple entries for each digitised copy, separate by commas.	Has the digital copy been enhanced or is it a close representation of the original.
<b>Rights Metadata – ownership of the media object and the knowledge contained in the media object</b>				
46	Copyright Owner	e.g. Bill Smith e.g. Katherine Public Library	Recommended, can be multiple but generally only one entry for copyright owner.	Who owns the copyright now for the audio recording?  Copyright generally belongs to the person who recorded the audio recording. It can also be an organisation who has received a donation of the recording from the owner who has signed over the copyright.
47	ICIP – Language group	e.g., Warlpiri	Recommended, include multiple here if appropriate.	The language group(s) who own the Indigenous Intellectual and Cultural Property. Use the AIATSIS language names thesaurus for terms. Use only language name
48	ICIP – Information	Information at appropriate level of detail of Indigenous ownership of content, e.g., may be associated with skin groups.	Recommended, include multiple here if appropriate.	A concise description of cultural ownership. Spellings and orthographies of clans, skin names, should be developed as a reference list by the archive.
49	Conditions of Use	For Non Commercial Use Only  E.g. This audio recording is licensed for use under a Creative Commons Attribution, Non-commercial 4.0 Licence. For all other uses permission must be sought from both the sound recordist and the cultural knowledge owners.	Recommended, can be multiple but generally only one entry for conditions of use.	A requirement to protect the rights in the audio recording.  E.g. granting attribution permission is granted if someone wants to use the audio recording for their research or study. Requiring permission to be requested for commercial purposes e.g. a CD which will be for sale. Can include cultural protocol requirements.
<b>Access Rights Metadata – access to the media object</b>				
50	Cultural Use Category	Open Access Closed Access Restricted	Mandatory, can include multiple categories if appropriate.	Category of user who may use this item.
51	Type of Cultural Use Restrictions	Local value list but could include Sorrow, Sensitive, Ceremony, Women’s Business, Men’s Business, Cultural Protocol Restriction, Family Restriction	Recommended, can include multiple categories if appropriate.	Type of cultural restriction to use for the audio recording.
52	Restriction Start Date	20141105	Recommended, include no more than one start date.	Date when the restriction commences for the audio recording. Use format - YYYYMMDD

Number	Metadata Field	Usage	Occurrence	Description
53	Restriction Finish Date	20151105	Recommended, include no more than one finish date.	Date when the restriction finishes. Use format – YYYYMMDD.
54	Restriction Notes	E.g. Contact Angela Simpson in 2015 to ensure she wishes this material to continue to be restricted.	Recommended, include no more than one restriction note.	Notes about the restriction placed on the audio recording – Not for public display.
<b>Administrative Metadata</b>				
If metadata is being entered into a computer system some of this metadata will be created automatically by the computer system: Administrative metadata is not normally visible to guest users or even all logged in users, only administrative users with permission to view administrative metadata.				
55	Record Created Date	20150327	Mandatory, only one occurrence	The date the metadata record was created
56	Record created by	John Smith Smith, John Use the name format agreed for your archive.	Mandatory, normally only one occurrence here	The name of the person that creates the metadata record
57	Record updated date	20150327	Recommended. May be many update pairs	The date the metadata record was updated –paired with Record updated by
58	Record updated by	John Smith Smith, John Use the name format agreed for your archive.	Recommended, normally only one occurrence here per Record updated date.	The name of the person that updated the metadata record
59	Consulted	Eva Jonas Jonas, Eva	Optional. May be more than one occurrence	The name of the person or people consulted about this item
60	Consultation notes	Eva was consulted at her home in Katherine on several occasions the last being 3/3/15.	Optional. May be more than one occurrence	Any notes about the consultation including where and when it took place and any important information not held anywhere in the record.
61	Follow up required	There may be more information about the unidentified people in the audio recording available from TO's in Barunga	Optional. May be more than one occurrence	Any notes about follow up required to complete the metadata or obtain necessary permissions.
62	Distribution	Organisations, platforms and distributors name. ICTV, Indigitube, Community Stories	Recommended. May be more than one occurrence	Organisations, platforms and distributors to which the media object has been provided or deployed.
63	Processing Complete	Y or N	Mandatory	Indicates if all processing of the item and metadata creation has been completed.