ever-evolving mix of new, current, and aged disk technologies that utilize a commission and de-commission approach for adding or removing capacity and capabilities

**SUB-PROCESS 12 – Encryption/Format/Version Control**

ElectRAR provides many functions to enhance and maintain digital content. Some example functions include encryption, compression, and versioning. Executing these functions can be employed at the time of ingest, during the life cycle of the object or during retrieval operations.

**IX METADATA REQUIREMENTS**

Metadata will have required fields, optional fields, and user defined fields. Metadata must include the ability for the user to add custom fields if the need arises. A metadata mapping tool will need to be created to automate the transfer of metadata from other systems. There will be three levels of metadata: Technical, Administrative, and Descriptive. The metadata will also need to include retention schedules, data classification and administrative contributor information.

As part of the metadata template, the system will have a screen to create a gateway file with rules and requirements for each approved file type. All files will pass through the gateway for validation.

**A. Technical Metadata** – will minimally include fields such as:

1. Unique-ID
2. Ingest Date/Time
3. Date created
4. Date/time of last modification
5. Date/time of last access
6. User ID of file’s contributor
7. Group ID of the file’s group
8. File size in bytes
9. Date/time of last file status change
10. Expiration time
11. Document type/mime type/ version of software

B. Administrative Metadata and Storage Requirements – will minimally include fields such as:
   1. Operators
   2. String search
   3. Proximity search
   4. Sort
   5. Fields required
   6. Data Classification level
   7. Versioning
   8. Boolean
   9. Search terms
   10. Ingest target
   11. Compression
   12. Encryption

C. Descriptive Metadata – will minimally include fields such as:
   1. Keyword via full-text
   2. Author
   3. Title/Subject
   4. Alternate Title
   5. Contributor/Creator
   6. Material type
   7. Date created
   8. Date range
   9. Unit/location
   10. Collection Name
   11. Resource Type
   12. Genre
   14. Language
   15. Form
   16. File Format
   17.Extent
   18. Digital origin
19. Abstract
20. Audience
21. Notes
22. Identifier
23. Page identifier
24. Access Restrictions
25. Preferred Citation