

## Meta data definition for electronic records

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Electronic record is a record which provides magnetic information data. Metadata is data about the data item on electronic record, which describes the attributes of the data. The Archive division in the Knesset is responsible for keeping the documents (electronic records) and Meta data.

Practicum objectives: 1: Define information systems that is relevant for the process, 2: Meta Data global definitions, 3: Definition of record management procedures.

Work Process was divided to 3 sections: Part 1: Learning the Knesset information systems and processes, Part 2: interviews & deeper understating, Part 3: Meta Data definition and implementing recommendations.

Delivery was: 1:List of information systems that are relevant for the Knesset archive department, 2: Mapping Meta Data fields needed in each system 3: Recommending solutions.

Conclusions and Recommendations: Defining of metadata fields is a must, define global meta data, making integration between all information systems, keeping information retrieval interface simple as possible , and user training is necessary.

Contribution: This project will provide the organization, a unified business language, and simple information retrieval, work standard's, archive & retrieval services for all of the information consumers.

This work contributes to the understanding of the field of Knowledge Management in understanding the governmental organization methods of work, compared to how business organizations works.