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Records Management System - RMS

Cataloguing Manual for Electronic Documents

Contents

A.   How to catalogue

1. Basic concepts

Metadata are called 'properties' in the Records Management System.

Mandatory fields *

Fields that must be filled in. If one of the mandatory fields is not filled in, the document cannot be saved in the application. Mandatory fields are identified with a red asterisk"*" in the system, except the subject fields. (see the paragraph 'how many mandatory fields are there?' for more details).

Optional fields

It is not obligatory to fill in the optional fields, but if they are filled in it will be easier to carry out searches using the different search criteria.

Default values

When creating or importing a document, some metadata fields already contain values inherited from the record series to which the document belongs. These values can be modified if necessary.

Multi-value fields

Some fields can contain multiple values, eg several languages, several subject terms, several business groupings etc.

Controlled fields

Controlled fields can only contain values taken from controlled vocabularies. Examples of controlled vocabularies are:

- language
- access classification level
- corporate author
- subject – controlled keywords

These lists can be updated, if necessary, with terms proposed by users. To propose a new value for a controlled field, users should use MSA form 1610
http://prestations.coe.int/mainforms.php?whattodo=create&formid=1610
and append a document to be catalogued using that term. While waiting for the controlled vocabulary to be updated, users should put their descriptive term in another field such as "Subject - free keywords" if it is a subject term, "Other corporate author" if it is a corporate body, or "Local document type" if it is a document type. Please note which term you have used so that you can adjust your metadata when the new term is available.

2. How to use certain functionalities in the metadata window

Users have the possibility of adding new metadata values when importing their documents into the system.

Non-controlled single-value fields

A term that has already been entered in a non-controlled single-value field will be completed automatically by the system when the user starts typing it.

Non-controlled multi-value fields

1. Click on Edit to enter a new value
2. Type the new value in the "Enter new value" field. Click on Add
3. When entering multiple values, values may be selected and then moved up or down using the arrows. This makes it possible to order values alphabetically for example
4. Edit: to modify the value
5. Remove: to delete the value.

A term that has already been entered in a non-controlled multi-value field will be completed automatically by the system when you start typing it.

Drop-down list

A value can be chosen from a list by clicking on the down-facing arrows to the right of several of the property fields.

3. Questions and answers to read through before starting to catalogue

Which cataloguing rules are used?

Cataloguing is based on the « Anglo-American Cataloguing Rules (AACR2) ».

> "Since 1967, *Anglo-American Cataloguing Rules* has served the profession with highly developed content standards for cataloguing the resources that come into your library. It is the one-stop gold standard. *AACR2* walks you through the cataloguing process with clearly defined rules and practical examples representing standards that apply to any type of resource and all metadata formats…"
> http://www.aacr2.org/uk/products_aacr2.html

Bibliographical resources

- Anglo-American Cataloguing Rules
- AACR2 2nd edition, 2002 revision. 2004 update
- The Concise AACR2, 4th edition. 2004 update
- Online access (on subscription)
- Fritz, Deborah A. Cataloging with AACR2R and USMARC… Chicago: American Library Association, 1998.
- Bibliothèque et Archives Canada - RCAA Interprétation de règles
- IMD Cataloguing manual (only the French version exists at present).
- Marc 21 format for bibliographic data.

How many mandatory fields are there?

There are eight mandatory fields in the properties window, which appear above the first horizontal line. The first (the COE document identifier) is generated automatically by the system. The six fields marked with a red asterisk in the system have to be filled in. One of the subject fields also has to be filled in. The mandatory fields are listed below:

- Coe document identifier
- File name
- Title
- Language
- One subject field
- Date (adoption, publication, validation)
- Access classification level
- One author field (Corporate author by default).

The other fields are optional depending on the degree of specification expected from the search result.

What about default values in the fields?

To make the cataloguing work easier, some fields are filled in automatically such as the file name, format and COE document identifier. With the exception of the COE document identifier, these fields can be modified if necessary. In particular the title has to be modified according to the title of the document, as the file name is entered automatically in the title field.

What punctuation to use?

The AACR2 punctuation rules depend on the field being filled in. Follow the instructions in the Metadata part of the manual.

General rule: no full stop at the end of a field, only use punctuation marks inside a field.

Use of upper and lower case

The first letter of the first word in each field should be a capital. Apart from that, use the rules generally applied when drafting documents in the relevant language. Lower case is the rule for French documents, except for proper nouns. For further information, consult:

- English Style Guide
- Typo memo: mémento typographique français.

How many characters in a field?

The number of characters varies from one field to another. The title field, for example, is limited to 1,000 characters.

What methods are available for adding values to a field?

Several different methods may be used to add a value to a field:

- Type the information directly in the field (eg Title)
- Use the drop-down list when it exists (eg Access classification level)
- Click on *Edit* either to select a value in a controlled vocabulary (eg Language, Corporate author) or to add new values (eg Document reference or Notes).

How to save a document?

Only save a document when the metadata have been filled in. Any mandatory fields left empty will prevent the document being saved.

4. How to open a cataloguing session

Login procedure

http://rm.coe.int
Webtop 6.7
Login name: type your current coe login
Password: your current coe password

Language interface

There is a button on the top right of the screen for switching between the French and English interfaces.

Cabinets

Double click on *E-Records* then *Council of Europe* to display all available Directorate environments. Select the one you are working in and into which you are allowed to import documents.

A shortcut can be created to your Directorate environment. Right click on your Directorate and select *Shortcut*. The shortcut will display the Directorate folder and the first level of the business structure.

5. Where to place the documents

For external cataloguers:

Documents should be placed in the indicated location, e.g. E-Records/ Historical Archive Collections/Sizar digitisation 2014.

Decide on the access classification level of the documents to be imported and place them in the corresponding brown folder (Council of Europe confidential documents; Council of Europe public documents or Council of Europe restricted documents).

Create a green electronic folder with the complete name of the cardboard folder that contains the documents. The electronic versions of documents in folders that contain mainly confidential documents should be placed in 'Council of Europe confidential documents'. Any non-confidential documents in that same folder should have their access classification changed manually when entering the document metadata.

For IMD cataloguers:

Documents from the archival collections are placed in the Historical Archives Collection, under the corresponding function. For example, digital CoE publications (PDF versions) should be placed in E-Records/ Historical Archive Collections/ Communication and public information/Council of Europe publications. If no suitable function is available, use "Other corporate function", but inform the BCS team in IMD.

Good examples of cataloguing records can be found in: E-Records/ Historical Archive Collections/ Sizar digitisation 2014/ Council of Europe public documents/ Examples cataloguing metadata.

6. How to upload a batch of documents

When uploading a batch of documents (about 50 files), fill in the metadata window and then either:

1. Click on Finish and the properties will be applied to the whole batch of documents, except the file name and title, which will be filled in individually by the system for each file.
2. Click on next to be able to fill in/check the properties for each individual file.

Best practice is to upload a batch of documents having common properties (same publication year for example) so that you can choose the first option above.

Metadata are usually defined for green folders/subfolders. Files stored in a green folder/subfolder will inherit that folder's metadata.

7. How to edit the properties of a batch of documents

This procedure is particularly useful when editing single-value fields (for example Document type or Access classification level)

i.   Select the records whose properties you wish to modify (using CNTRL + left click)
ii.   Right click and select properties. The properties window appears.
iii.   Type or select a term (click on the Edit button if necessary).
iv.   As regards the Subject – controlled keywords or Corporate author fields, after clicking on Edit, type the term you wish to use in the search window. If it is contained in the relevant

controlled vocabulary it will appear in the left hand column of the window. Click on ▶ ,

then on OK . Please note that at present, the CERES code, and not the chosen term, will then appear in the properties window, but this will not affect the use of the system or document searches.
v.   Click on OK in the properties window.
vi.   Select the records being edited once again. Right click on properties to check the desired value(s) has/have been added.

Care should be taken when changing multiple value fields (eg the Subject – controlled keywords and Corporate author fields) with this procedure, as the newly selected value(s) will replace and erase all existing values for the documents being edited.

8. Controlled vocabularies

To consult the controlled vocabularies, see http://vocabularies.coe.int. The RMS currently shows only descriptors. The controlled vocabularies also show synonyms, associations and scope notes. The controlled vocabularies are listed below:

- Corporate bodies – Collectivités
- Languages – Langues
- Document types – Types de documents
- Geographical terms – Termes géographiques
- Subjects CERES – Sujets CERES
- Topic – Thème
- Codes Programme of Activities – Programme d'activités.

9. How to catalogue a CoE document

To catalogue a CoE document, all mandatory fields and all the following fields have to be filled in, if possible:

- Other corporate author
- Personal author
- Document reference
- Item description
- Location of paper version.

When a document reference exists, it must be filled in. The number of pages can be noted in the Item description field.

10. How to catalogue a CoE publication

To catalogue a CoE publication, all mandatory fields and all the following fields have to be filled in, if possible:

- Other corporate author
- Personal author
- Abstract/content
- Item description
- ISBN
- Place and publisher
- Location of paper version.

The number of pages can be noted in the Item description field.

B.   Metadata to fill in (Properties in RMS)

An overview of all metadata fields that exist in RMS is available in
https://dm.coe.int/dga/dit/documents_dit/attributs des types objets documentum.xlsx.

Appendix 2 contains screenshots which illustrate how to add non-controlled, controlled and semi-controlled metadata.

The mandatory fields are listed below. They are identified with a red asterisk * in the system (except the subject field).

- File name
- Title
- Language
- One subject field
- Date (adoption, publication, validation)
- Access classification level
- One author field (Corporate author by default).

To describe a textual information resource, the following information has to be provided:

- Identifier
- Author
- Title
- Date
- Subject
- Language.

The identifier information is found in one or several of the following fields:

- COE document identifier: for all documents
- Document reference
- ISBN or ISSN.

For author information the following fields are available:

- Corporate author
- Other corporate author
- Personal author
- Personal role.

The Title fields are:

- File name (the name of the electronic file)
- Title (the title of the document).

Date (date of adoption, publication or validation. This will usually be the date that appears on the document).

The Subject fields are:

- Subject – controlled keywords
- Topic
- Subject – free keywords
- Geographical subject
- Business grouping
- Corporate subject
- Personal name subject.

11.   Identifier Fields

COE document identifier *

System-generated value

Description

The identifier is a unique code that is generated automatically for each document imported into the Records Management System. The identifier should not be confused with the document reference.

Structure

The identifier is a string of characters which consists of the COE code ('Council of Europe'), followed by the current year in brackets, a sequential number and a language code.

Example:

-        COE(2012)0002058fre

File name *

Description

File name, given by the creator of the document. (Should not be confused with the Title).

Structure

As there are no file-naming rules in force for the whole Organisation, it is important for entities/bodies to consistently apply conventions and best practices. Staff should contact their archive and computer correspondents to check their entity/ body's rules.

The document Naming Files Good Practices Recommended by DIT provides guidance.

Examples:

-        978-92-871-6922-8-Guidance-development_en
-        Découverte-Europe-47_fr
-        DGAL-DIT-ILCD(2010)09_en_Requests_Analysis.doc
-        AS-Cult(33)25part1_en

Do not use accents or any of the following special characters in the file name:
¨ ^ ° * ' « » ° # { } [ ] | ` \ / @ = + * % $ € &.

Document reference

Multi-value field

This field is not obligatory but the document reference is essential to retrieve CoE referenced documents.

Description[1]

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[1] Under the terms of Resolution Res(2001)6: *official documents* are the documents of the various Council of Europe organs, bodies and committees; *internal documents* are documents that are not official. They include correspondence sent to or received from the outside.

The document reference field is limited to 64 characters. Part of the document reference before the hyphen "-" (also called base reference) is limited to 40 characters. Part of the document reference after the hyphen (also called suffixe) is limited to 20 characters. Taking these limitations into account allows the generation of magic links in the Records Management System.

- *Official documents*: Official documents of the Council of Europe should bear an official reference, given by the entity or body. The document reference is entered as on the document. The document reference is structured according to the [Guidelines for document referencing and classification of Council of Europe documents](#).

The different language versions of a document have the same document reference.

- *Internal documents*: Internal documents may or may not have a reference. If internal references are used they should follow the convention or practice adopted by the entity.

For publications: indicate the printing number PREMS available either on the cover page or elsewhere in the publication (including back cover). Leave a space between PREMS and the printing number.

Examples:

Official documents:

- AS/CPL/Sel(76)OJ1-prov (and not AS-CPL/Sél(76)OJ1Provisoire)
- PA/PH/SG(68)16-revsupp1corrcom (and not PA/PH/SG(68)16RéviséSupplémentICorrigendumCOM)

- CDMM(1985)34-add2
- CM/RecChL(2010)8

Internal documents:

- GuidePratique/RepFedAllemagne (and not GuidePratique/RépubliqueFédéraled'Allemagne)

- DGA/DRH/14(03)
- DGAL 136

Publications:

- PREMS 238312

12.   Document Information Fields

Title *

Description

The title is the name of an item. It is usually on the title page or at the top of the document. All elements of the title should be registered in the title field, in the language of the document. The title field is limited to 1,000 characters. If the title is longer than 1,000 characters, use the Notes field. Not to be confused with the file name.

Structure

The title field may contain several levels of information: main title, sub-title, part of the title, part number and any remaining information related to the title (event, type of document, name of a part, number of a part, place, date etc.).

The title should be long enough to enable the document to be identified correctly, and it should be easily understandable. It should be as complete as possible and include all necessary information about context, eg the reference of the meeting.

Transcribe the words making up the title in the correct order and using the same spelling.

Punctuation and the usage of capitals and small letters do not necessarily have to be the same as when typing the title in a document. Use a capital letter for the first letter of the first word of the title, then use capitals in accordance with the spelling rules generally applied when drafting in the relevant language. The default rule is the use of small letters, except for proper nouns.

Insert a colon [:] to introduce the sub-title

When a number is mentioned, insert a space between the preceding word and the number:
Declaration n° 12

Information about meetings such as 'meeting, n° of meeting, date, place' must be included in the title field when they appear in the title and also when cataloguing meeting minutes, annotated agendas, reports or proceedings.

For French ordinal numbers, use the form 14e or 14ème but not 14è, and write the number in full in square brackets if it is the first word of the title. The first word of the title that follows the ordinal number of a meeting should also be capitalised.

Examples:

- Guidelines of the Committee of Ministers of the Council of Europe on child-friendly justice
- The Council of Europe's Venice Commission : 2010 annual activity report
- La protection des langues minoritaires en Europe : vers une nouvelle décennie
- Human rights information bulletin no. 76, November 2008-February 2009
- Recommendation Rec (2003) 24 of the Committee of Ministers to member states on the organisation of palliative care, 860th meeting, 12 November 2003, Strasbourg
- The International Pharmacopoeia : volume 5, tests and general requirements for dosage forms; quality specifications for pharmaceutical substances and tablets
- 14e [Quatorzième] Conférence des Ministres européens responsables des collectivités locales et régionales
- 3rd [Third] Meeting …
- 2ème [Deuxième] Réunion …

Parallel title

Free value
Multi-value field
AACR2: 1.1.D., 2.7B4.
See also: Title

Description

A parallel title exists when a document contains the text in different languages (in parallel languages). In this case, the first title mentioned on the document is taken as the main title; the second and following titles are taken as parallel titles.

Action

Apply the same rules as for the title.

Examples:

- Title : Documents of the Committee of Ministers : 1955-1, 27th to 32nd meeting of the Ministers' Deputies, 16th session of the Committee of Ministers
- Parallel title : Documents du Comité des Ministres : 1955-1, 27e à 32e réunion des Délégués des Ministres, 16e session du Comité des Ministres

- Title : Election of the Vice-Chair and the Chair of the PC-TI for one year
- Parallel title : Election du président ou de la présidente et du vice-président ou de la vice-présidente du PC-TI pour un an

Other title

Description

When a publication is published in several languages, the different language titles can be mentioned here if they are known.

Language *

Controlled vocabulary
Multi-value field

Description

Language in which the document is written. If a document contains several languages, all languages have to be indicated.

Action

Edit and select one or several values from the controlled vocabulary. To consult and navigate the Languages list, see http://vocabularies.coe.int.

Date (adoption, publication, validation) *

See also: Declaration date

Description

Date of adoption, publication or validation selected by the creator of the document. It should not be confused with the creation date, which is generated automatically by the system when the document is imported. It is preferable to use the date that appears on the document.

Structure

The date should be selected in the calendar to the right of the field, and must be entered using the syntax below.

Tip: To avoid lengthy searching for distant dates, type the appropriate date in the field.

For publications, which generally have only a year of publication (no day, no month), use the first day of the first month of the year, eg 01/01/2012

DD/MM/YYYY (day/month/year)

Examples:

- 15/11/2011
- 09/08/1985

Access classification level *

Controlled vocabulary

Description

The classification level determines the 'read-access' right assigned to a group of people for a given document or series of documents.

The classification level is inherited by default from the folder in which the document is created or into which it is imported, but it must be modified if a more/less restrictive access level is given to the document, or when the document has been declassified.

If the document to be catalogued carries no indication, the default value is "Public" for official documents and "Internal" for internal documents. Documents bearing a signature such as correspondence are not yet cleared for publication.

Choose from among the following 5 levels:

- *public*: applies to unclassified documents, for public dissemination

- *restricted*: applies to documents made available to member governments (Permanent Representations) and the Secretariat of the Council of Europe

- *internal*: applies to documents that are accessible to all internal users, ie Council of Europe staff but not Permanent Representations.

- *confidential*: applies to documents that can be accessed only by a specific group of internal users and, if applicable, external users who are defined by their roles. As regards official documents, for example, this group consists of member governments and the department or committee responsible for the document.

- *secret*: applies to documents that can be accessed only by specific persons who are listed by name and given authorisation by the secretariat or body concerned (Council of Europe Secretariat, Committee of Ministers or Parliamentary Assembly). Paper copies are numbered individually.

These levels are based on Committee of Ministers decision CM/Del/Dec(98)641 and the 2009 Archival Policy.

The classification levels are applied differently in each body or entity. The texts governing access and declassification at the Council of Europe are available in the [Transparency Database on Document Access and Declassification](#).

For further information on how to write the access classification level on Council of Europe documents, please see: [Guidelines for document referencing and classification of Council of Europe documents](#)**.**

Document type

Controlled vocabulary
See also: Local document type; Document status

Description

This field is used to indicate the functional category of a document. The type has to be selected from the CoE vocabulary of document types (controlled vocabulary). A document type can be combined with a Document status.

Examples:

- study
- activity report
- invoice
- internal charter

See the [Document types vocabulary](#).

Local document type

Free value.
See also: Document type, Document status.

Description

This field is used to indicate the functional type of document in a non-controlled way, ie. when the type required is not available in the "Document type" controlled vocabulary.

Examples:

- Accession request
- Consultation circulating letters
- Correction certificate

Document status

Multi-value field
Controlled vocabulary

Description

The document status indicates the status in the lifecycle of a document, or the role that the document fulfils. Document status can be combined with a document type. The status has to be selected from a controlled vocabulary.

Examples:

- adopted
- preliminary

Item description

AACR2: 1.5., 12.5.

Description

Also called "physical description". Physical information related to the document or record described, mainly the number of pages and volumes or any useful details (any accompanying material and unit type and size).

Structure

Number followed by p.
Leave a space between the number and the p. (stands for page)

Examples:

- 12 p.
- 12 p : ill (illustrated) or photos
- xvi, 45 p.
- 126 p. + 1 CD-Rom (Migrations internes et dynamique démographique régionale en Europe : 10 études de cas)

13. Author Fields

Corporate author *

Controlled vocabulary of corporate bodies (used also for Corporate subject)
Multi-value field
AACR2: 21.1B., 24.15.
See also: Personal author; Other corporate author

Description

The corporate author is a group of persons who act together with a legal identity or other formal status (corporate body), which is responsible for the intellectual or artistic content of a document. Examples are entities and bodies of the Council of Europe, other international organisations, NGOs, associations, companies, ministries, territorial authorities and so on. It can be a single name or presented as a hierarchy with one or several sub-bodies or sub-entities.

Structure

The corporate author is selected from a controlled list of corporate bodies. The corporate body list contains the entities, committees and partial agreements of the Council of Europe (current and previous), as well as major partners (international organisations; national governments, etc.). For other corporate authors (eg suppliers) use Other corporate author. To consult the Corporate bodies list, see http://vocabularies.coe.int/corp-bodies/.

If an entity or partner organisation is missing, please use MSA form 1610 to suggest it be added, and attach your document to the form. Pending update of the list, please use the Other corporate author field for your value.

The corporate author should be indicated in the language of the document, if that language is English or French. For other languages, select the English value and add the original denomination in the Other corporate author field.

All corporate authors that are responsible for the content of a document have to be added (main corporate author plus additional ones).

Examples:

- Council of Europe. Directorate General of Administration. **Directorate of Information Technology**
- Council of Europe. Committee of Ministers. **Drafting Group on the Third Summit**
- Conseil de l'Europe. Comité européen pour les problèmes criminels. **Comité d'experts sur l'évaluation des mesures de lutte contre le blanchiment des capitaux et le financement du terrorisme**
- United Nations. **Economic Commission for Europe**
- International Committee of the Red Cross

Values to be selected are in black (for example "Drafting Group on the Third Summit").

Other corporate author

Multi-value field
See also: Corporate author

Description

Field to be used for any corporate author not covered in the controlled list, i.e. corporate bodies that are not CoE entities or partner organisations. Corporate bodies which users wish to have added to the controlled list can be indicated here until the Corporate body controlled list is updated.

Personal author

Free value
Multi-value field
AACR2: personal author 21.1A., 22.1.; compound names 22.5C.
See also: Personal role; Corporate author

Description

The Personal author is the person responsible for the intellectual or artistic content of a document. It should not to be confused with the person who creates or imports a record.

Please avoid non-Latin characters and provide a transcription instead. Do not use titles or roles. If the name contains a prefix such as "De la", "Van" etc., consult the table in Appendix 1 to see how the name should be entered.

Structure

Surname, Forename

Use a capital letter at the start of the surname and forename, small letters for the rest.
Use the complete forename, if known, and not only the initial.

Examples:

- Churchill, Winston
- Diaz Tejera, Arcadio
- Marcenario, Pietro

For prefixes, refer to the table in Appendix 1, as the prefix may be part of the surname or a kind of middle name, depending on the origin of the name. Place the prefix before the surname if it is part of the surname; or after the forename if it is a middle name.

Examples:

- Alberti, Antonio degli
- Da Ponte, Lorenzo
- Pablo, Felix de
- Van Buren, Martin
- Zur Linde, Otto

Personal role

Multi-value field
Open controlled vocabulary
See also: Personal author

Description

Field used to qualify the role of a person, either with regard to his/her specific responsibility in the document's elaboration, or with regard to the person's function.

The roles are usable for a Personal author and for a Personal name subject.

Action

Select a value from the drop-down list or add a new value

Examples:

- Governor CEB
- Secretary General PACE
- rapporteur

14.   Subject Fields *

The system contains seven subject fields. At least one of them has to be filed in to be able to validate a record, otherwise the following error message will appear. "At least one of the 7 subject attributes is needed".

- Subject - controlled keywords
- Subject - free keywords
- Topic
- Geographical subject
- Corporate subject
- Personal name subject
- Business grouping

Subject - controlled keywords

Controlled vocabulary
Multi-value field

Description

This field is used to describe the content of a document with the help of subject terms. The content is what the document is about and does not concern the context. The values are controlled and taken from the subject list CERES (Council of Europe Retrieval System). CERES is a bilingual (French-English) alphabetical list which contains about 1,700 controlled terms (= descriptors) and several hundred synonyms in each language, which help to guide the user to the adequate term. It is a list of all Council of Europe domains of activity since the Organisation's creation and it therefore contains rather broad terms.

Action

Controlled subject terms can be selected:

- directly in RMS,
- or in the subjects CERES list, which also offers synonyms, relationships and scope notes.

If no suitable CERES term exists, use one of the other subject fields in the properties window. For specific local keywords use the field "Subject - free keywords".

To propose a new term for CERES, use MSA form 1610 to submit your proposal and attach your document to the form. While your proposal is being considered, please insert the term in the "Subject - free keywords" field.

Examples:

- COE conv against trafficking in human beings
- children's rights

Subject - free keywords

Free value
Multi-value field

Description

This field is also used to describe the content of a document, in this case by using keywords. A free keyword is a keyword that is not part of a controlled vocabulary. Values can be freely selected.

Examples:

- Whistleblowing
- Linguistic competences
- Genetic testing

Topic

Controlled vocabulary

Description

The topic field also describes the content of a document (and not the context), but at a broader level. It is used in the same way as a general thematic classification. The values are controlled and must be selected from the list of topics.

Topic terms can be selected directly in RMS. To consult the Topic list, see http://vocabularies.coe.int.

Geographical subject

Controlled vocabulary
Multi-value field

Description

This field is for geographical subjects, and should be used if documents include noteworthy content about one or more countries.

For regions use Subject-controlled keywords.

Examples:

- France
- Moldova, Republic of

To consult and navigate the Geographical terms list, see http://vocabularies.coe.int, which also offers synonyms.

Corporate subject

Controlled list (of corporate bodies common with Corporate Author)

Multi-value field
See also: Corporate author

Description

This field is used if the document is about an organisation or body that should be mentioned as a subject (not to be confused with Corporate Author which is the corporate body having authored the document). A Corporate body is a group of persons who act together with a legal identity or other formal status. Examples are associations, companies, ministries, territorial authorities and so on.

The "Corporate subject" is selected from a controlled list of corporate bodies, which contains entities of the Council of Europe. If the corporate body or sub-entity you need is missing, please use MSA form 1610 to suggest it be added, and attach your document to the form. While your proposal is being considered, please use the "Subject - free keywords" field for your value.

Examples:

-       Council of Europe
-       Council of Europe. Directorate General of Human Rights and Legal Affairs
-       United Nations. Economic Commission for Europe
-       International Committee of the Red Cross
-       Groupe de réflexion CultureWatchEurope 2011
-       Association of Cultural Agencies

See the Corporate bodies list.

Personal name subject

Free list
Multi-value field
See also: Personal author

Description

This field should be used if the document includes noteworthy content about one or more persons.

Structure

Examples:

  - Jagland, Thorbjorn
  - Churchill, Winston

Business grouping

Multi-value field
Refer to your entity list of values if you are a Document Management System user.

Description

This field identifies a project, activity, case, meeting or event to which the document relates. Entities have their own specific Business groupings. This field allows the retrieval of documents belonging to one or several business grouping(s) selected previously in the Document Management System (DMS), but can also receive values entered manually in the Records Management System. The purpose is to group records together which belong, due to different retention or access classification level, to different record series.

15. Metadata Fields for Additional Information

<u>**Notes**</u>

Free value
Multi-value field
AACR2: 1.7.
See also: Declassification note, Preservation note, Document history.

Description

This field is used for any other useful information that cannot be placed in the other fields.

Structure

By default the different elements of information are separated by commas. They should be manually replaced by "--".

Examples:

- Thesis (M.A.)--University College, London, 1969
- Mémoire de stage (3e cycle)--Université de Nantes, 1981
- Bibliography : p. 238-245
- Includes bibliographies and indexes
- Sources : p. 125-152
- Adopted on 10 December 1999
- No decisions on items 1.3, 1.4, 2.2, 4.6, 7.1
- English text only
- In English, introduction in French

<u>**Abstract/content**</u>

Description

Unformatted information that describes the scope and general content of the material. This could be a summary, abstract, annotation, review, table of contents, or just a sentence describing the material.

For Council of Europe publications, you can copy the information (synopsis or résumé) from the *Online Bookshop* of the Council of Europe.

<u>**Related content**</u>

Description

This field gives an indication of related documents or other content (web page, publication, etc.). The values will be either in the form of a standardised document reference; a hyperlink to CoE webpages; or a hyperlink to webpages of other organisations. It can also receive simple text (for references to publications).

<u>**Classification period**</u>

Description

Period during which there is only limited access to a document. This is of purely informative nature, no change of permission will be triggered at the end of the classification period.

Action

Select one of the following values in the drop-down list.

Examples:
- 0 (no limited access period, as the document is already public)
- 1 (limited access period of 1 year)
- 10 (limited access period of 10 years)
- 30 (limited access period of 30 years)
- 999 (the limited access period is permanent).

Document history

Description

Information on the life of a document with regard to its contents, re-editions, previous versions or locations.

Example:

- CM version of a document of the Steering Committee of Culture : CDCULT(2003)29.
- Committee edition of a longer document of the Directorate of Culture : DGIV/CULT/RDU(2003)4
- Standalone version of the Rules of Procedure, adopted by the Congress on 12 May 2014 : Resolution 124(2015)67
- Imported from DMS with the access classification level Restricted.

Filter

Multi-value field
Open controlled list

Description

The filter is used for pre-defined searches of the Web. Only specific documents are listed in the search results according to the filter value. Each entity creates the filters it requires.

Examples:

- Recommended reading
- List of news

16.   Fields for Management

Owner name

System-generated value

Description

Name of the person who has imported the document into the Records Management System. Once the document has been transformed into a record, the owner name is the same for all records: dmc_rm_records manager

Change of access classification level

Free value
AACR2: 1.7.

Description

This field is used to explain any change in the access classification level of an item. The field is limited to 500 characters.

Structure

Examples:

- Declassified 13032008 according to administrative rule of the Congress on access and declassification
- Declassified, 22021995, with authorisation from the Greffe
- Declassified, 23082010, AC, Jean Meyer
- Document exempt from ordinary declassification

Preservation note

Description

Technical information about preservation, eg creation of a new version. This field is limited to 1,000 characters.

Declaration date

Description

Date of declaration as a record. When a document is promoted as a record, the declaration date and time are generated automatically by the system.

Action

Promote the document to declare it as a record.

Example:

- 10-Oct-2012 17:21:56

Text in force

Description

Refers to the official status of the document. It applies mainly to rules and procedures and indicates that this is the version to be used. Version in force is applied to a record by means of a box that can be ticked. Outdated versions are preserved for reference, and for those Version in force must be unchecked.

Vital

Description

Records that are vital for continuing business in cases of emergency or after a disaster. Vital records are those that support the vital functions of the Organisation. The information on vital records is normally applied to the record series and provided in retention/disposal schedules and indicated when entering classification details. It shall be inherited from the series.

Location of paper version

Location of paper documents. For IMD this refers to Central Archives. An entity might indicate the location of the paper version in their cupboards, etc.

Date range

Description

Start and end date for serial publications.

Examples:

- 1980-
- No.1 (Apr. 2010)-
- N° 1 (janvier 2001)-n°12 (décembre 2003)
- Vol. 1, no. 1 (Apr. 2012)-

17. Fields for Publications

ISBN

For a CoE publication or a book
AACR2: 1.8., 2.8.

Description

International Standard Book Number – ISBN, a unique identification number assigned to a monographic publication by designated agencies in each country.
Each version of a publication, eg hard bound and paper back new edition, receives its own ISBN.

Structure

Use a hyphen [-] as a separator for the different elements.

Examples:

- 92-871-5863-0
- 978-92-871-5863-5

- 0-333-55432-1

<u>ISSN</u>

For a serial
AACR2: 12.8.

Description

International Standard Serial Number - ISSN, a unique identification number assigned to a continuing resource, and/or any incorrect or cancelled ISSN.

Structure

Use a hyphen [-] as a separator for the different elements.

Examples:

- 0044-8399
- 0090-001X

Edition

For books (CoE publications)
AACR2: 1.2., 12.2.

Description

Information relating to the edition of a work. Usually consists of numeric and alphabetic characters and accompanying words and/or abbreviations. If an edition statement appears in more than one language, only the first edition statement is recorded. Do not mention the first edition.

Examples:

- 2nd ed., rev. and augm.
- 3e éd.
- Rev. ed.
- 6 Aufl.

Place and publisher

AACR2: 1.4., 12.4.

Description

Information relating to the publication, printing, distribution, issue, release or production of a work.
Add first the place then the name of the publisher (or other name) introduced by a colon [:].

Unknown place, type [S.l.]

For Council of Europe documents

Do not fill in this field, unless it is indicated on the title page of the document (this uses to be the case for example of the session reports of the Consultative Assembly).

For Council of Europe publications

Make a distinction between publications distributed or publications published by the Organisation.

- For publications distributed, use "Council of Europe" or "Conseil de l'Europe" (as it is in the publication).
- For publications published by Council of Europe Publishing, use "Council of Europe Publishing" or "Editions du Conseil de l'Europe" (as mentioned on the publication).

Examples:

- Strasbourg : Council of Europe
- Strasbourg : Editions du Conseil de l'Europe
- Cambridge : University of Cambridge Press
- Saint-Jean-sur-Richelieu [Québec] : Editions Mille roches
- Paris : J.C. Lattès
- Paris : LGDJ ; Bruxelles : Bruylant

Series

AACR2: 1.6., 12.6.

Description

A series is a collective title applying to a group of items. The series statement is to be used
for a series title or a CoE series (reference root).

Structure

For documents: the series can be indicated by the reference root.

For publications: Name of the series followed by a sequence number preceded by a semi colon [;].

Current standardised abbreviations:

- no. number (for English)
- n° numéro (for French)
- v. volume (for English and French)

When a series exists in several languages, introduce each parallel language name by an equal sign [=]
A sub-series is introduced by a dot [.]

Examples:

- Que sais-je ? ; n° 778
- Compendium newsletter ; no. 24
- European Treaty Series = Série des traités européens ; 174 (example of a bilingual series)
- PC-OC
- CM/Inf
- CM/Del/Dec
- DGA/DIT/IMD

Host item

Description

Information to locate the item that contains the component part or sub-unit being described.
Eg description of an article included in a series.

Examples:

- Annuaire français de droit international, vol. 40(1994), p. 776-791
- OSCE magazine, no.2(2010), p.6

CoE publications class mark

Controlled list

Description

Controlled list of class mark to use for Council of Europe publications. Select one value by publication in the drop-down list.

Examples:

- K.1.2 Nature and environment
- L.1.7 Transfrontier co-operation in Europe

List of values in the Classification plan for Council of Europe publications :
DGA-DIT-IMD(2013)03_en_Classification_plan.pdf

Frequency

AACR2: 12.7B1

Description

Note on the frequency of a serial.

Exemples:

- Monthly
- Monthly, -1990 (the structure with the hyphen before the date means that the serial ceased publication in 1990)
- Annuel, 1993- (the structure with the hyphen after the date means that it's a current publication since 1993)
- Frequency of update varies
- 5 no. a year, 2000-2006

18. Fields for E-mails

Sender

Description

For e-mails: this field is filled in automatically by the system. Do not confuse sender and personal author. The personal author is the person who drafts the email (eg Secretary General); the sender is the person who sends the email (eg an assistant who sends an email drafted by the Secretary General).

For correspondence: to be filled in.

Addressee/recipient

Description

For e-mails: field filled in automatically by the system

For correspondence: to be filled in.

C.   Folder metadata to fill in (only by the Records Correspondents)

The following metadata can be filled in for the green folders in RMS.

General scope note

Free value
AACR2: 1.7.
See also: Preservation Note

Description

This field allows the entry of any useful general information explaining the contents of the folder and which could not be indicated in other fields.

Structure

Free text field.

Examples:

This folder contains the correspondence of the Information Management Division with the Archives correspondents of the Committee of Ministers for the year 2000. It includes the e-mail exchanges with or without attachments.

Closing date

Description

Closing date of the folder. When the folder is closed it is not possible to add documents to this folder or make changes to it. The closing date and time are automatically generated by the system.

Action

Close the folder.

Example:

- 10-Oct-2012 17:21:56

Re-opening date

Description

Date of re-opening of the folder. A folder can be re-opened when a forgotten document has to be added to the folder. The date and time of re-opening are automatically generated by the system.

Action

Re-open the folder

Example:

- 12-Oct-2012 09:05:18

Responsible

Controlled vocabulary of corporate bodies (used also for the field Corporate author)
Multi-value field
AACR2: 21.1B., 24.15.
See also: Corporate author

Description

The responsible entity for the folder is a corporate body. A corporate body is a group of people who act together with a legal identity or other formal status. Examples are entities and bodies of the Council of Europe, other international organisations, NGOs, associations, companies, ministries, territorial authorities, etc. It can be a single name or presented as a hierarchy with one or several sub-bodies or sub-entities.

Structure

The responsible entity for the folder is selected from a controlled vocabulary that contains the entities, committees and partial agreements of the Council of Europe (current and previous), as well as major partners (international organisations; national governments, etc.). To consult and navigate the Corporate bodies vocabulary, see http://vocabularies.coe.int/corp-bodies/.

(If an entity or partner organisation is missing, please use MSA form 1610 to suggest it be added, and attach a relevant document as background information.)

All responsible entities for the folder have to be added (main responsible entity plus additional ones).

Examples:

- Council of Europe. Directorate General of Administration. **Directorate of Information Technology**
- Council of Europe. Committee of Ministers. **Drafting Group on the Third Summit**
- Conseil de l'Europe. Comité européen pour les problèmes criminels. **Comité d'experts sur l'évaluation des mesures de lutte contre le blanchiment des capitaux et le financement du terrorisme**
- Nations unies. **Commission économique pour l'Europe**
- **International Committee of the Red Cross**

Values to be selected are in black (for example "Drafting Group on the Third Summit").

Retention (inherited)

Semi-controlled value

Description

Retention period inherited by the green folder (sub-series) from the brown folder (series). Retention period is the period of time that a record should be kept. At the end of the retention period the final disposition is applied.

Examples:

- Basic Range sur 10 ans
- Long Range

Retention trigger event

Free value

Description

Event that starts off the application of the retention period.

Example:

- End of meeting

Trigger event occurred

Description

Indicates whether the trigger event for the retention countdown has already occurred.

Action

Check the box to indicate that the trigger event has occurred.

D. Appendices

Appendix 1 - Surnames with Prefixes

Prefix part of the surname	Prefix	Prefix part of the forename
Arab	Abd-al	
Arab	Abd-ar	
Arab	Abd-as	
Arab	Abdel	
Arab	Abdul	
Arab	Abou	
Arab	Abou'l	
Arab	Abu	
Arab	Abu'l	
	Ac	Arab
	Ad	Arab
	Af	Scandinavian
	Al	Arab
Breton	Al	
German	Am	
	An	Arab
	Ar	Arab
	As	Arab
	At	Arab
German	Auf'm	
German	Aus'm	
	Av	
	Bar	Jewish
Arab	Ben	
Anglo American	D' / De	
Dutch	D' / De	
	D' / De	Spanish
	D' / De	French
Italian	D' / De	
	D' / De	Portuguese
Italian	Da	
	Da / Das	Portuguese
Italian	Dall	
	De las	Spanish
	De les	Spanish
Italian	De li	
	De los	Spanish
Italian	Degli	
	Del	Spanish
Italian	Della	
Dutch	Den	
Dutch	Der	
French	Des	
Italian	Di	
	Do / Dos	Portuguese
French	Du	
	El	Arab
Arab	Ibn	

German	Im	
African	K'	
African	Ki	
Anglo / American / Dutch / French / Italian	L' / La	
	L' / La	Spanish
	Las	Spanish
Anglo / American / Dutch / French / Italian	Le / Les	
	Le / Les	Spanish
	Los	Spanish
Italian	Lo	
African	M' / Ma / Mi / Mwa	
Celtic	Mac / Mc	
African	N'	
Celtic	Ni	
Celtic	O'	
Dutch	O / Op de / Op den	
Dutch	Op't / Opde / Opden	
Dutch	'S / S'	
Dutch	'T / T'	
Dutch	Te / Ten	
Dutch	Uit den / Uut den / Uut't	
Dutch / Anglo American	Van	
	Van	German
Dutch	Van de	
Dutch	Van den / Van der	
Dutch	Van het	
German	Vom	
Anglo American	Von	
	Von	German / Scandinavian
	Von dem	German
	Von der	German
	Von und zu	German
Dutch	Voor	
	Zu	German
German	Zum	
German	Zur	

Appendix 2 - Screenshots Showing how to Add Metadata

i.   How to add non-controlled metadata

In the properties window, click on Edit next to the non-controlled metadata name. In the example below, a Subject – free keyword is being added.
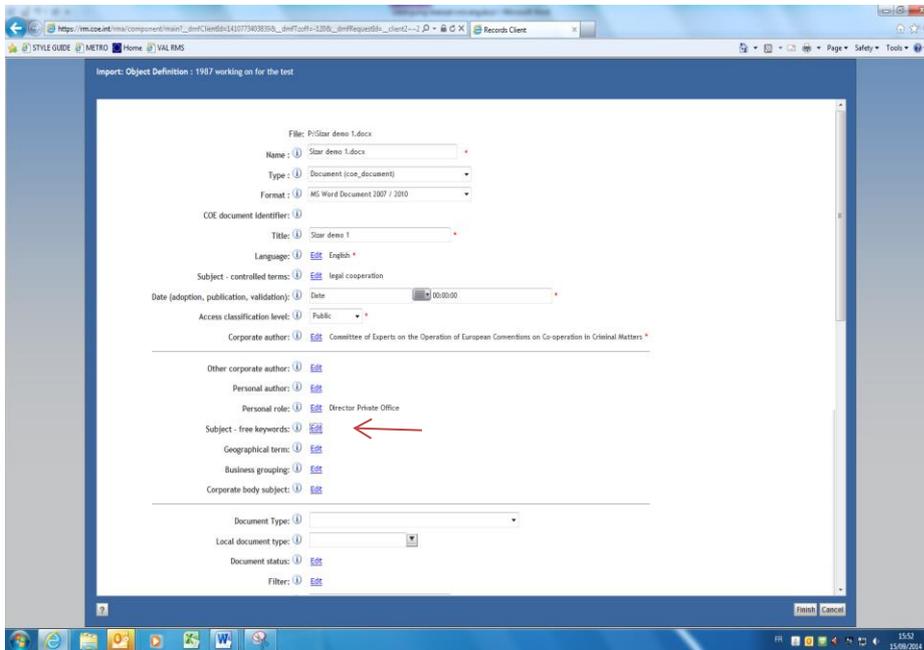
Type the new value and click on Add, then on OK
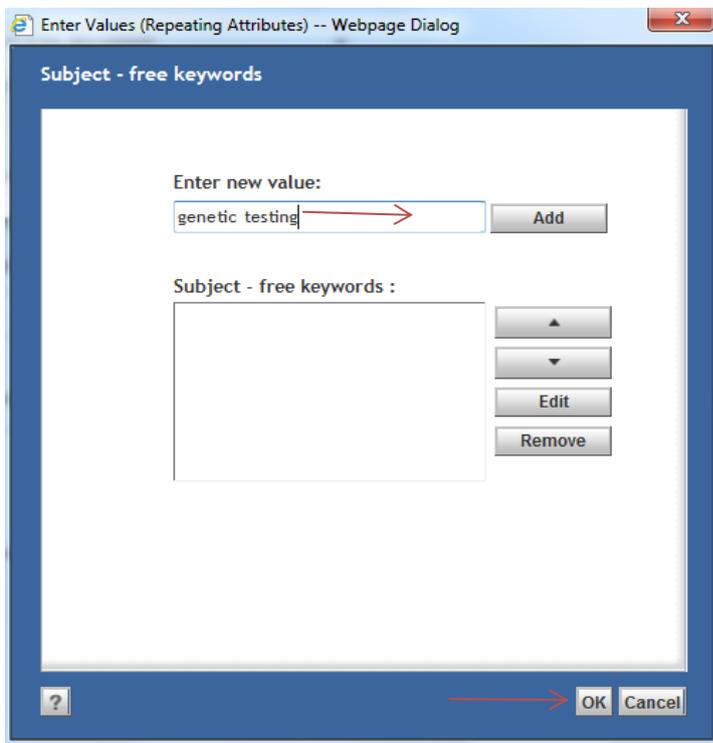
Click on Finish when you have filled in all the metadata you wish to add.

ii.   How to add controlled metadata

In the properties window, click on the Edit button beside the controlled metadata name. In the example below, the document language is being added.
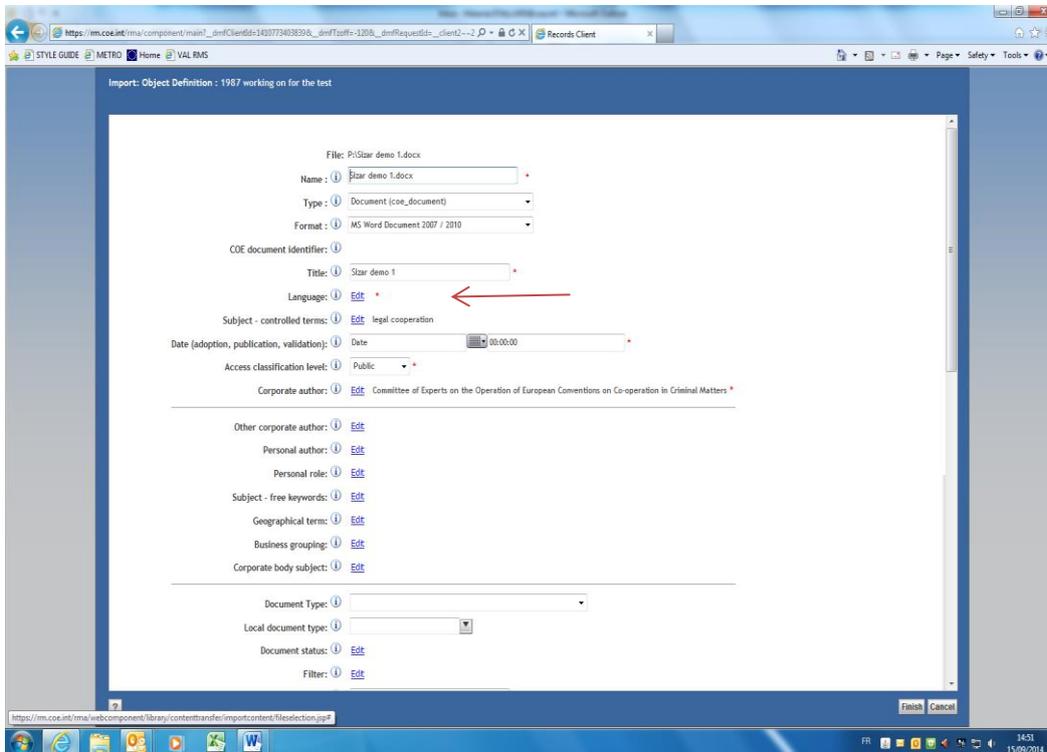
The following window appears:
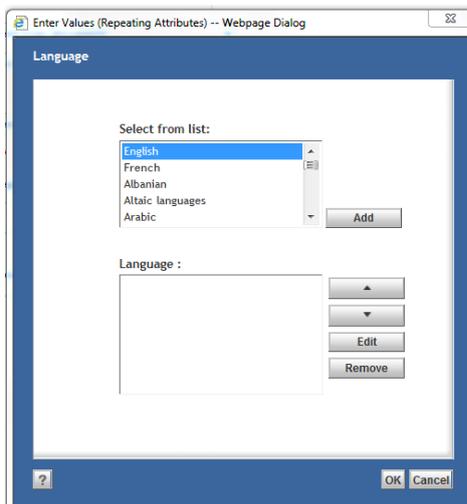
Select the document language, and click on **Add**, then click on **OK**

The selected language will appear beside 'Language' in the properties window.

Language: ⓘ   Edit   English *

iii. How to add semi-controlled metadata

In the properties window, click on the Edit button beside the semi-controlled metadata name, for example Personal role.
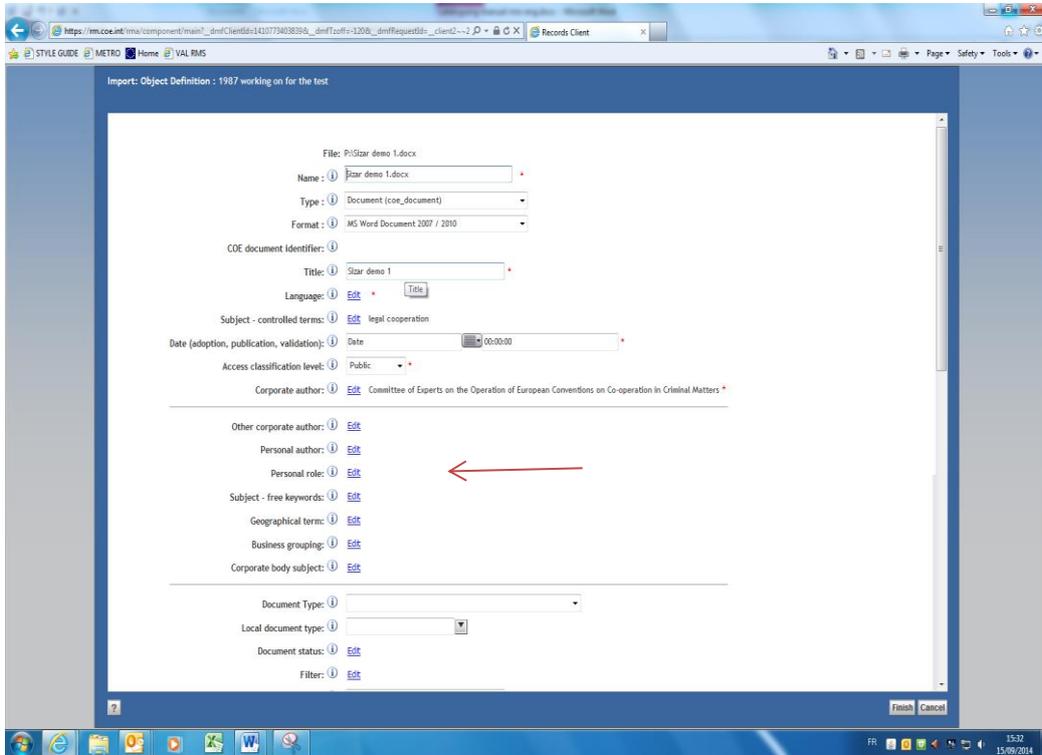
The following window appears:
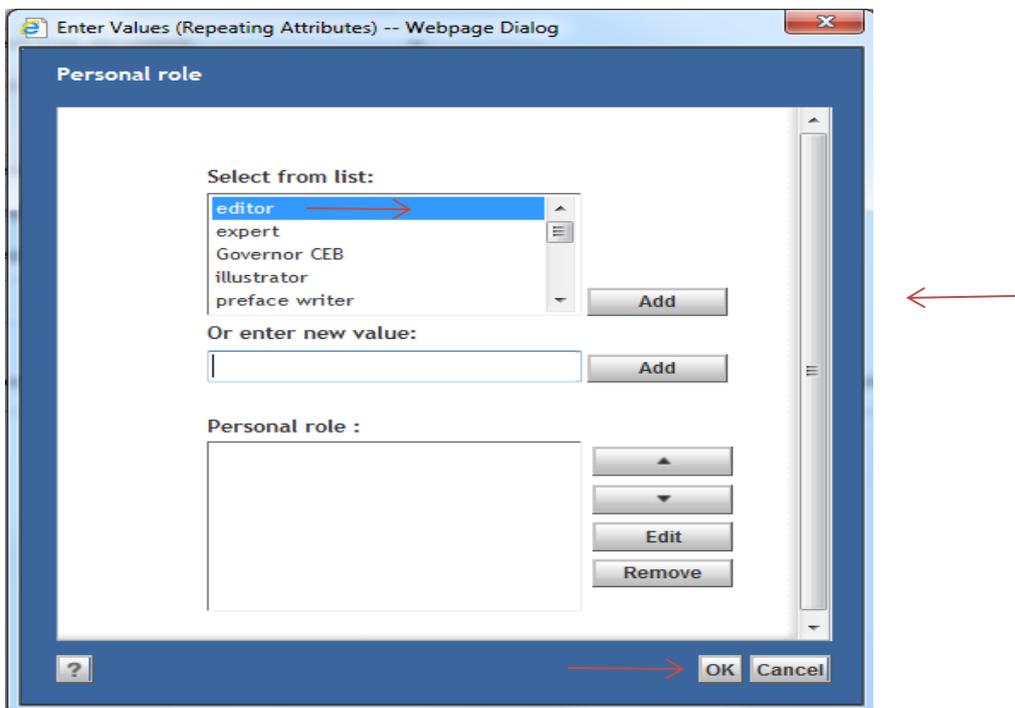
If the value required appears in the list, select it and click on [Add], then on [OK]

You also have the possibility of entering a new value in the 'Or enter new value' field. In the example below 'Director Private Office' has been added. Click on Add, then on OK
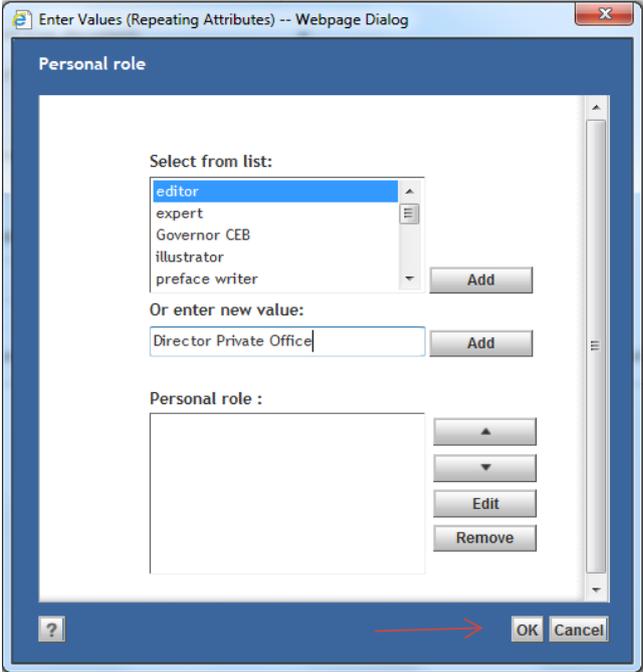
Appendix 3 - Procedure for Uploading Documents from the Archive Collection to RMS

1.   Historical Archives Collections – structure in RMS

An entry named 'Historical Archives Collections' has been created in RMS for the archive collection. It contains activities that have been taken from the business classification scheme at a high level (the main functions for the various institutions); and activity folders for conducting committees and other functions.

Each red activity folder is divided into 3 series (brown folders): confidential documents; public documents and restricted documents.

Navigation area
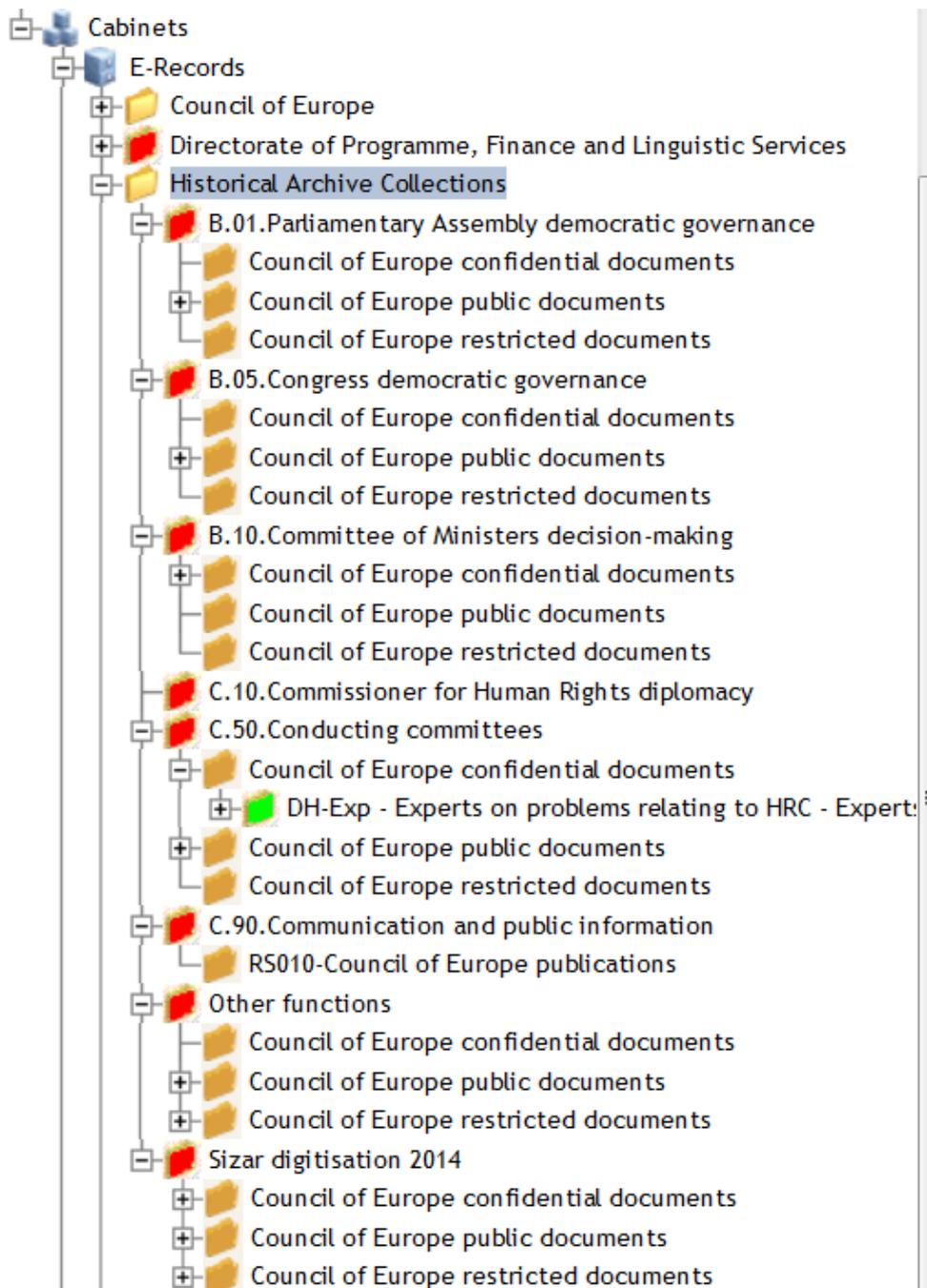
2.   What to put in RMS

All archival records in digital format received by the Archives, whether digitised or digitally born, such as documents with reference numbers; publications and periodicals, etc.

3.   Where to place documents

Parliamentary Assembly documents should be placed in:

B.01.Parliamentary Assembly democratic governance

Congress of Local and Regional Authorities documents should be placed in:

B.05.Congress democratic governance

Committee of Ministers documents should be placed in:

B.10.Committee of Ministers decision-making

Documents produced by the Office of the Commissioner for Human Rights should be placed in:

C.10.Commissioner for Human Rights diplomacy

Committee documents should be placed in:

C.50.Conducting committees

Documents produced by steering committees (with CD references) and treaty documents (with T references) should also be placed in the 'Conducting committees' activity folder.

Operational or administrative documents should be placed in:

Other functions

Many documents in the thematic files do not have a reference and it is impossible to know which entity has produced them. Such documents should also be placed in the 'Other functions' activity folder. Unless you are sure they have been declassified, they should be placed in the confidential documents series. See also paragraph 4.4 (Name the folder for documents).

NB   Documents created by IMD in the course of its activities, such as the weeding guide, should not be placed in Historical Archive Collections but in the correct series under Council of Europe/Directorate General of Administration/Directorate of Information Technology (see screen print below).

4. Procedure

Log into RMS.

4.1 Choose the activity folder (red)

See paragraph 3.

4.2 Choose the series folder (brown)

The access classification level is defined at the series level

Decide whether the document(s) is/are confidential (access limited to a specific group), public (accessible by the general public) or restricted (access limited to Council of Europe staff and

Permanent Representatives). If necessary, consult the Transparency database or the DGA memorandum on access to Council of Europe documents and declassification:

http://www.transparency.coe.int

http://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=09000016 8003ae39

NB   If 'restricted' is indicated on the cover page of the document but the document has been declassified, place it in 'Council of Europe public documents'.

4.3   Create the folder for documents (green)

A new folder should be created for a series or a collection of documents.

If there are more than 100 documents to be inserted in a folder, divide the folder up into appropriately named subfolders.

In the navigation area, click on the series folder (brown) in which you wish to place the folder for documents.

In the content area, click on File>New>Folder
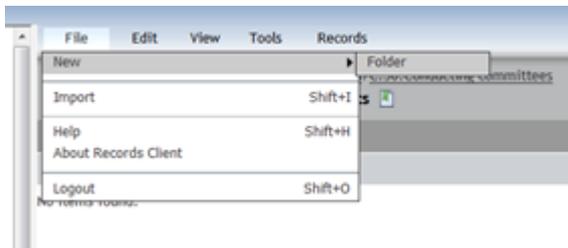
A 'New   folder: Create   window'   opens.   Keep   the   default   Type   ('Common   folder (coe_common_folder_rm)')
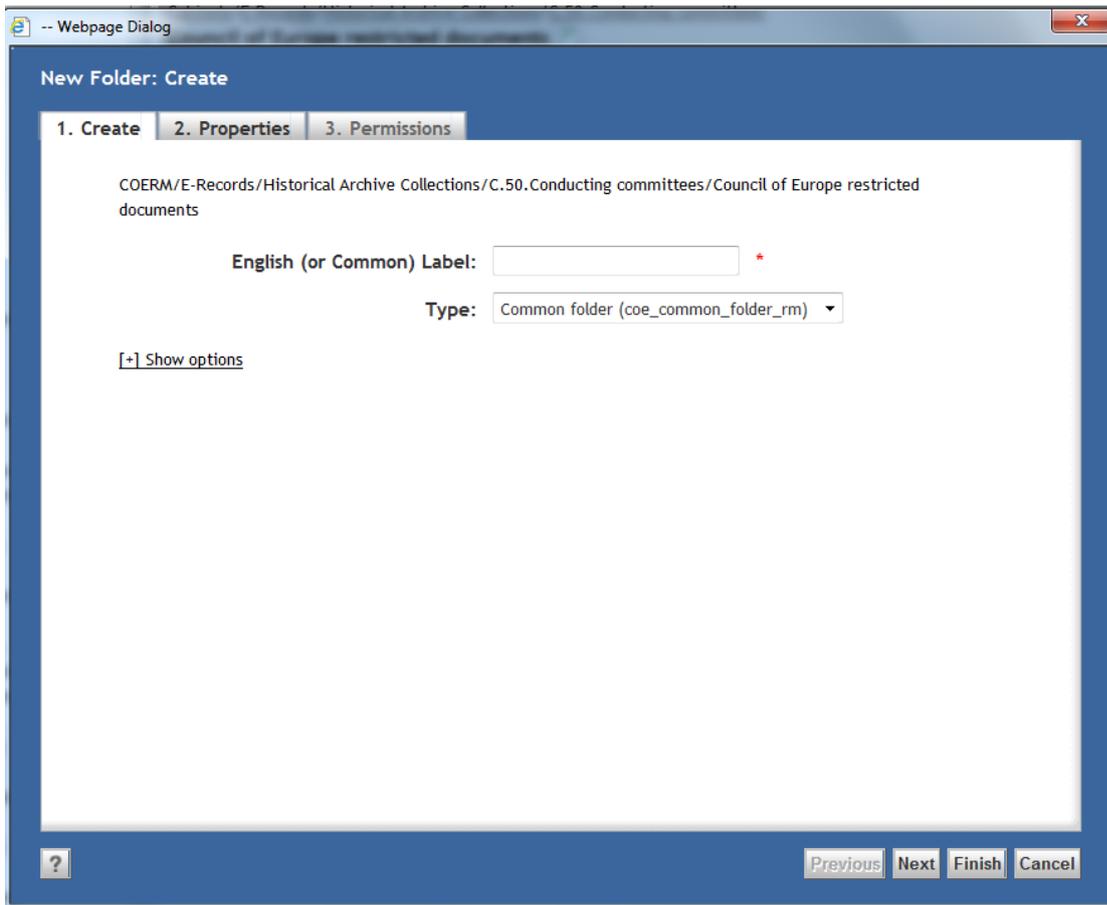
4.4   Name the folder for documents

In C.50 Conducting committees, folder titles should contain the acronym used to describe the committee (in this case DH-Exp); a dash; the committee title in English; dash; the committee title in French. See the example below.
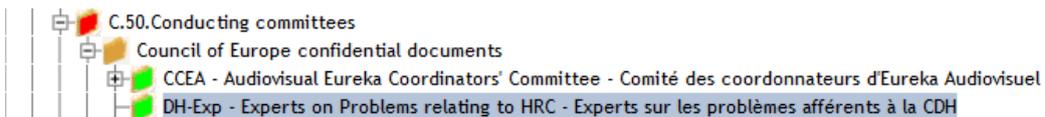

```
Strasbourg, 7th September 1962.          Confidential
                                         DH/Exp (62) 18
                                         Or. Fr.




                          Committee of Experts
                    on Problems relating to the Convention
                     for the Protection of Human Rights
                         and Fundamental Freedoms

                          _____


                            INCLUSION
                 IN THE SECOND PROTOCOL OF AN ARTICLE
                  CONCERNING THE RIGHT OF ASYLUM

                          _____
```

For help with naming folders for committee documents, consult the list of corporate bodies via the link below. For certain aspects, e.g. the abbreviation used for a CoE convention, the list of CERES might be useful as well: http://vocabularies.coe.int.

When a folder for documents is created in the 'Other functions' activity folder to store digital documents and it is not known which entity has created them, their paper versions having been found in a thematic file, the folder name should be based on the information concerning that thematic file in the Black Book.

For example, thematic file no. 895 is listed as follows in the Black Book:

895   1949-1979   1-2   Contributions of member states

The corresponding folder in RMS should be named as follows:

TF 895 1949-1979 1-2 Contributions of member states

Initial capitals should be used for English titles of committees, except for conjunctions and prepositions (and, of, relating to, etc.). Only the first letter of the first word of French committee titles should be capitalised (see example below).
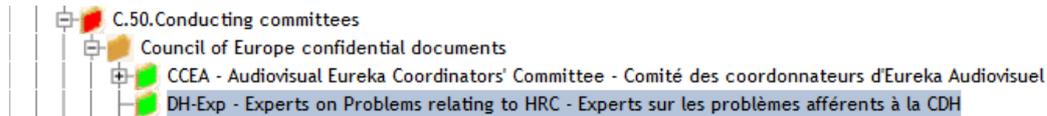
Click on

4.5   Define the properties for the folder you have created

Metadata (properties) created at the green folder level will be inherited by all the documents imported into that folder, which will save time when importing documents.

The folder name will appear automatically. Fill in the metadata, especially the subject- controlled terms; access classification level; corporate author, or other corporate author if the corporate author in question is not yet available.

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Click on Next or click on the Permissions tab.

4.6 Adjust the Permissions (if required)

The permissions for document folders (green) are inherited from the series folder (brown). They should only be adjusted in special cases.

If it is necessary to adjust the permissions of a green folder, proceed as follows:

Click on Select
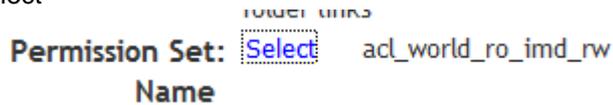
Permission Set: Select   acl_world_ro_imd_rw
          Name

By passing your mouse over the different permission sets listed, you can see the rights they give, and to whom.
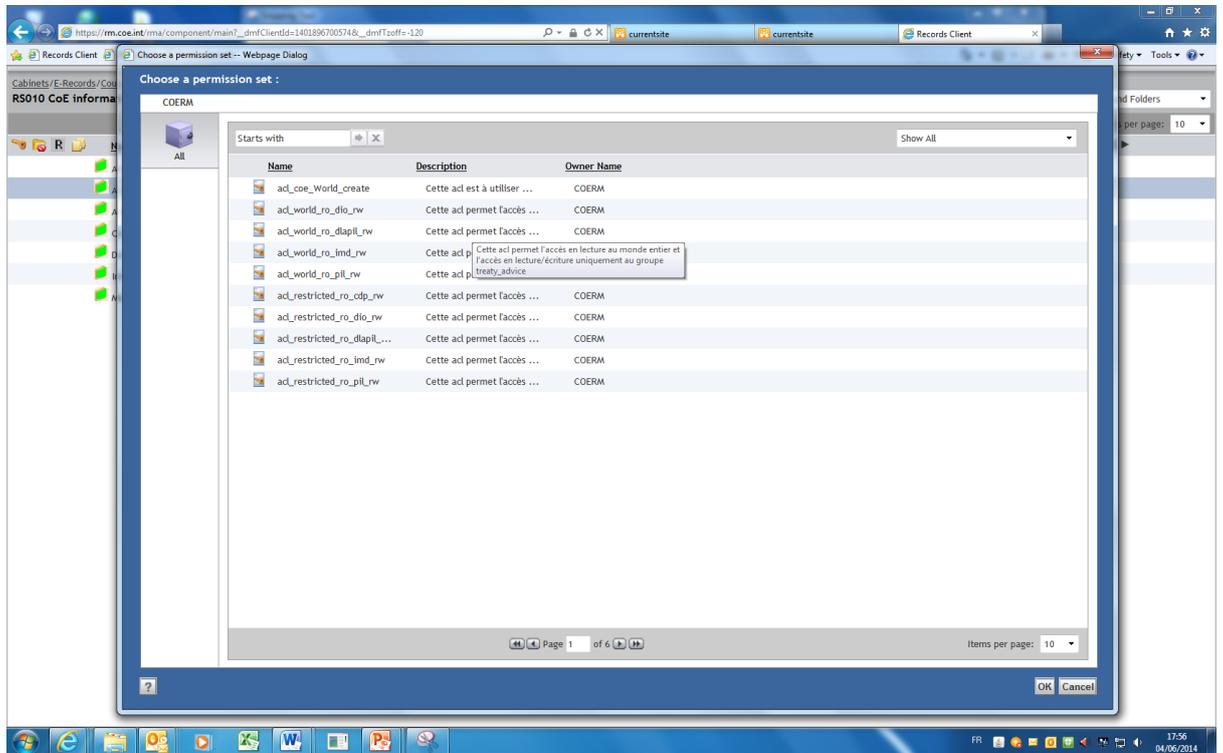
Select a different permission set if necessary. Click on OK.

Click on Finish.

4.7 Import the document(s)

4.7.1 Method 1 - for single documents or batches of documents

In the navigation area, position yourself in the folder into which you wish to import the document(s).

C.50.Conducting committees
Council of Europe confidential documents
CCEA - Audiovisual Eureka Coordinators' Committee - Comité des coordonnateurs d'Eureka Audiovisuel
DH-Exp - Experts on Problems relating to HRC - Experts sur les problèmes afférents à la CDH
EXT-CC-EC - Consultative Committee of Secretaries General - Comité consultatif des Secrétaires Généraux

Then File>Import.

New ▶

Open (Read Only)   V
Save As...

Import   Shift+I
Export   Shift+E
Delete   Delete
Email as Link   M

Help   Shift+H
About Records Client

Logout   Shift+O

Click on the button *Add files* to select the file(s) you wish to import.

Add Files   Add Folders   Remove
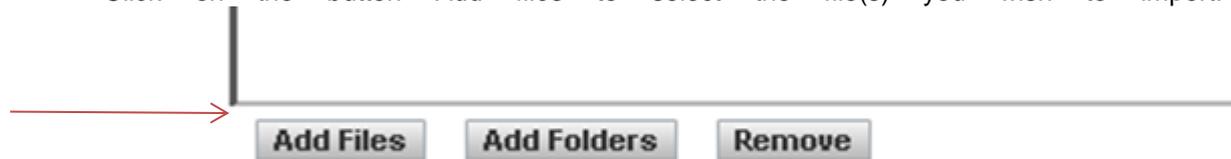
- Choose the drive or storage medium in the 'Select files' window
- Select the file(s) and click on OK.

Select Files

Look in: EXT-CC

EXT-CC-Ec(60)10Annexes_fre_4.pdf
EXT-CC-Ec(60)11_eng.pdf
EXT-CC-Ec(60)11_eng_2.pdf
EXT-CC-Ec(60)11_fre.pdf
EXT-CC-Ec(60)11_fre_2.pdf
EXT-CC-Ec(60)11_fre_3.pdf

Recent Items

Desktop

Planck-Share)
(P:)

Computer

Network

File name: EXT-CC-Ec(60)10Annexes_fre_4.pdf

Files of type: All Files

OK

Cancel
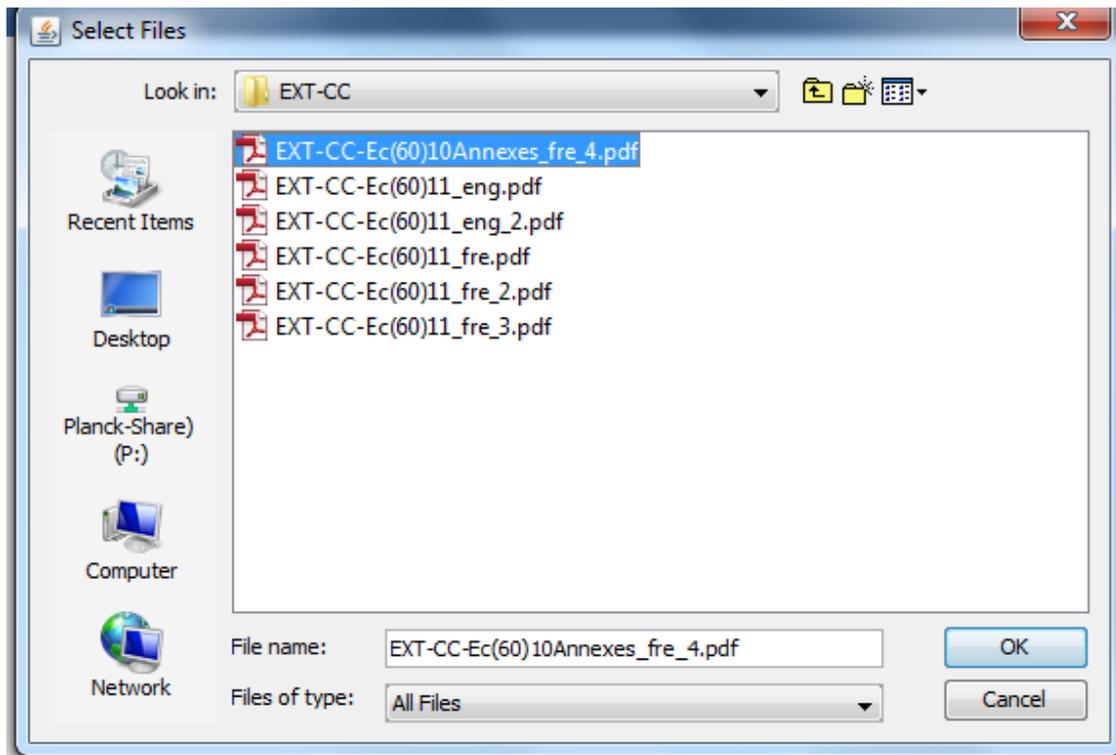
Press on Next

Fill in the fields in the properties window (obligatory fields are marked with an *).

Choose the Type 'Document (coe_document)'.

If you are importing more than one document, click on Next. A properties window will appear for the second document, with the properties you have defined for the first document already filled in. Change any properties that need to be changed. Click on Next if there are more documents being imported and repeat the process. Otherwise click on Finish.

Alternatively, click on Finish after filling in the metadata for the first document, and then adjust the metadata for each of the other documents.

Document permissions are inherited from the green folder. Only change them in special cases, by following the procedure under 4.7.2.

4.7.2 Method 2 – Drag/Drop – for single documents or batches of documents

Click on the menu Tools>Preferences

In the « General » tab, check that the « drag/drop » option is ticked.
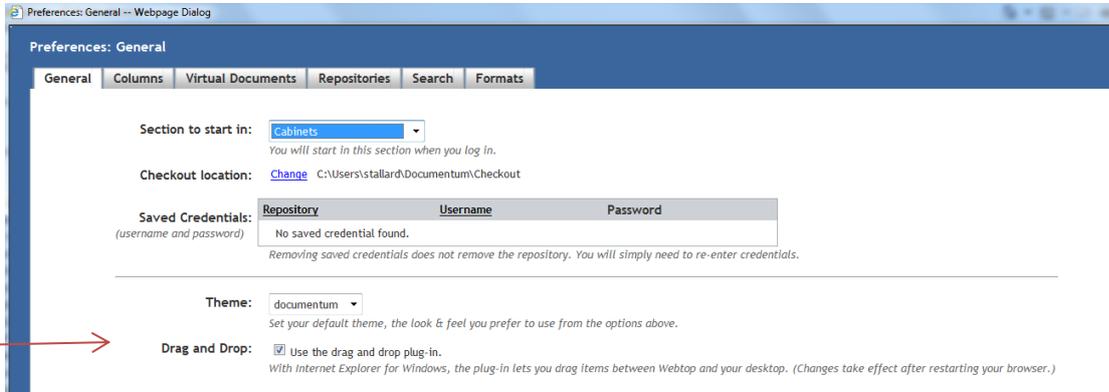
Click on OK.

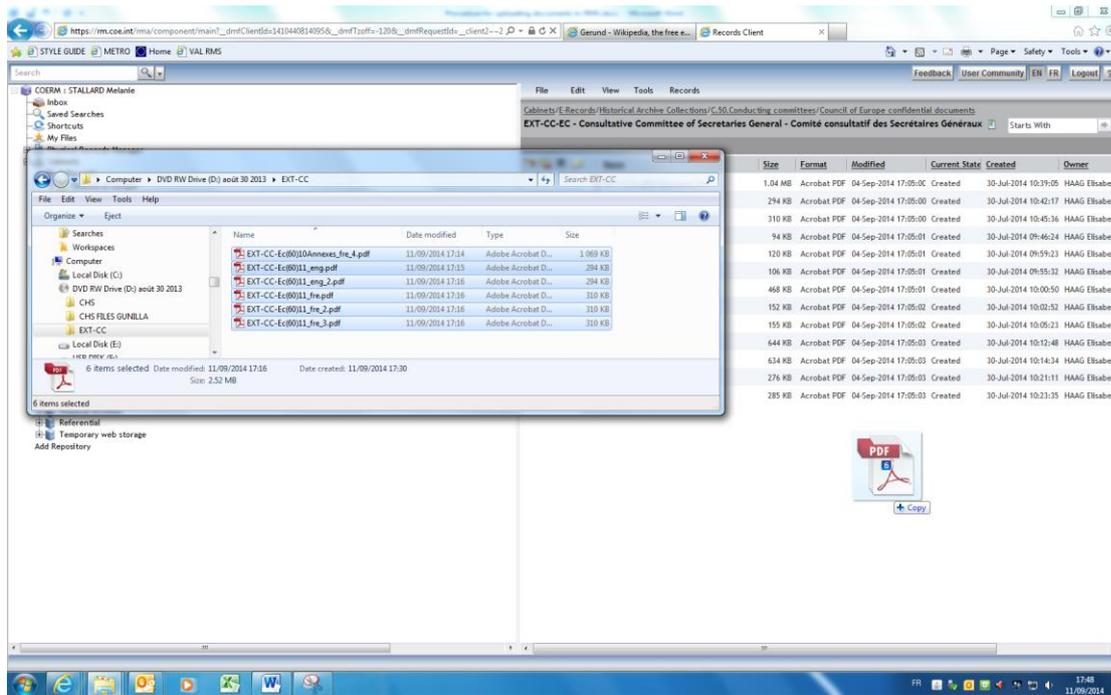In the navigation area, position yourself in the folder into which you wish to import the document(s).

Navigation area
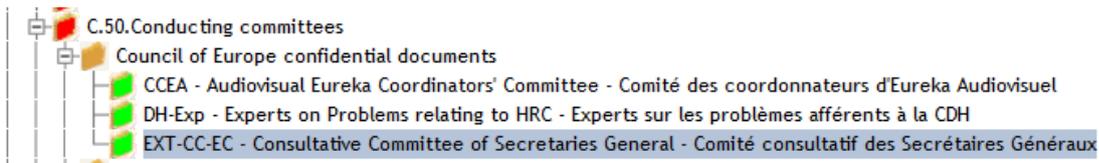
Open the source directory or storage medium.

Select the file or files.

Drag and drop it/them to the selected folder in RMS.

The properties window opens automatically.

Fill in the fields in the properties window (obligatory fields are marked with an *).

Choose the Type 'Document (coe_document)'.

If you are importing a single document, click on Finish.

If you are importing more than one document, click on Next. A properties window will appear for the second document, with the properties you have defined for the first document already filled in. Change any properties that need to be changed. Click on Next if there are more documents being imported and repeat the process. Otherwise click on Finish.

Alternatively, click on Finish after filling in the metadata for the first document, and then adjust the metadata for each of the other documents.
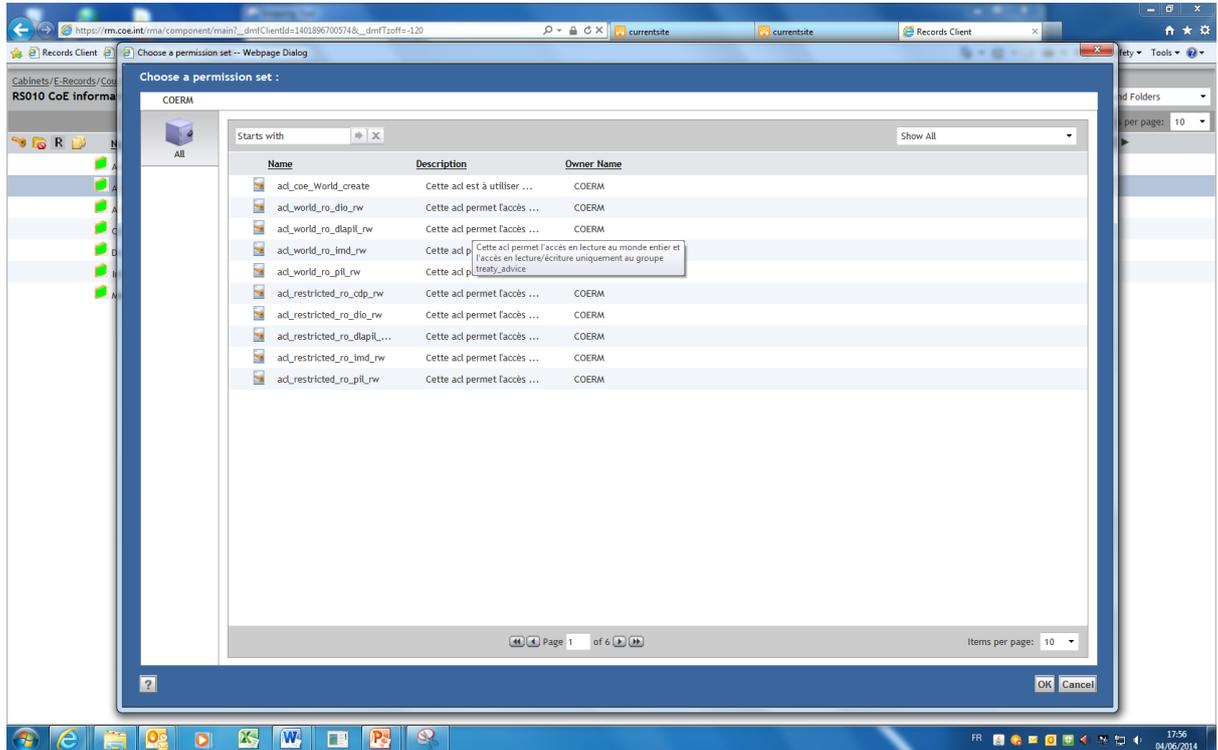
Document permissions are inherited from the green folder. Only change them in special cases, by following the procedure below.
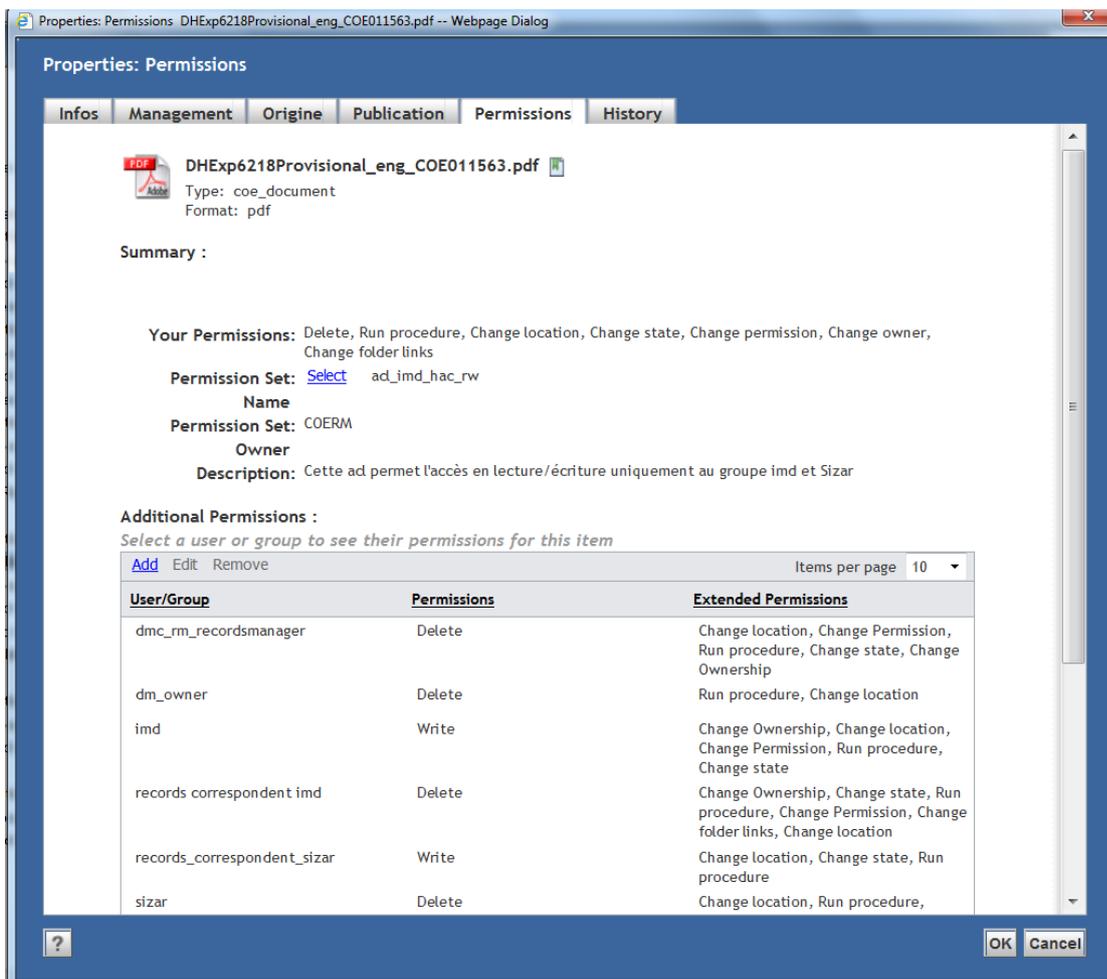
Click on Select to change the permissions, if necessary.
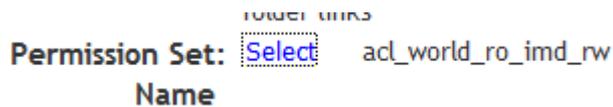
By passing your mouse over the different permission sets listed, you can see the rights they give, and to whom.

Select a different permission set if necessary. Click on OK.

Click on OK in the permissions window.

5. **How to RMS (Documentum)**

This paper aims to identify possible functional problems and provide solutions to resolve them.

https://dm.coe.int/dga/dit/documents_dit/How_to_rms.doc.

Appendix 4 - Procedure for replacing the old version of a document by a new version

https://dm.coe.int/CED20150098773