

Department of State - Everest System of Record

State Dept x



Wombacher, Mary C <WombacherMC@state.gov>

6/14/
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to me, robert.spangler, Conrad

Robert/Donald,

Thank you for coming to the State Department yesterday to discuss making Everest the system of record. Please feel free to email me or Conrad O'Connell if you have any technical follow-up questions.

Thanks, Mary

Donald Chalfant <donald.chalfant@nara.gov>

6/17/
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to Mary, Robert, Conrad

Hi Mary,

Thanks for inviting us to come for a visit. I do have one follow-up question about metadata. I was wondering if the metadata fields that you use reference any particular metadata standard and if you are using a controlled vocabulary? An example of a basic metadata standard is the Dublin Core Metadata Initiative <http://dublincore.org/documents/dces/>

Thanks,

Don



O'Connell, Conrad M <OConnellCM@state.gov>

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to me, Mary, Robert

Hi Donald,

The standards and vocabulary used for defining the metadata fields are primarily based on the requirements provided by the Everest business owner.

Thanks,
Conrad

From: Donald Chalfant [mailto:donald.chalfant@nara.gov]
Sent: Monday, June 17, 2013 9:01 AM
To: Wombacher, Mary C
Cc: Spangler, Robert; O'Connell, Conrad M
Subject: Re: Department of State - Everest System of Record

Donald Chalfant <donald.chalfant@nara.gov>

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to Conrad, Mary, Robert

Hi Conrad,

That's perfectly fine. Although there is no requirement to anchor to a particular metadata standard, it is a useful method to ensure the consistent implementation of metadata fields. But in this case, if there is a key that defines how the fields are used in Everest (e.g. when encountering a metadata field titled "date," we would know that "date" means A) the date the document was created or B) the date the document was approved, etc...) that information would need to be transferred with the records. The same applies to any standard vocabulary. It would be best to plan a transfer of any data dictionaries with the records to help us search and use the files years later.

Thanks,
Don

Donald Chalfant <donald.chalfant@nara.gov>

6/28/
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to Lisa

Lisa,

Here is the extent of the metadata discussion that I had with Mary and Conrad at State after our meeting. Basically I was just asking them to make sure that the metadata fields they use can be clearly understood by anyone, especially NARA after transfer. It is recommended, but not required, that they use an existing metadata standard. Alternatively, they can send us documentation along with the records at time of transfer that clearly defines what each metadata field represents. Let me know if you have any questions.

Thanks

Don
