#### National Archives and Records Administration

Federal Records Management Level 1: Creation and Receipt

Participant Guide

Module 5: Metadata

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# Module 5: Metadata

## Module 5 Checklist

* Complete this lesson.
* Read the Records Express metadata blog post at <https://records-express.blogs.archives.gov/2016/11/21/metadata-in-electronic-records-management/>.
* Complete the Metadata in Your World assignment. Discuss your answers with a colleague or with someone in your records management network.

## Task Goal

Given a set of your own records, you will be able to add metadata to them as required by pre-existing standards.

### Task Objectives

* Explain why metadata elements are added to files

## Metadata: Notes

## Assignment: Metadata in Your World

Identify three different types of information that affect your work or your daily life. Brainstorm at least three different metadata fields that apply to each type. Then, discuss your answers with a colleague or with someone in your records management network.