

I've long thought that metadata management is electronic recordkeeping. **It is not another records process** ; it is not a part of recordkeeping. It is everything, or everything is done with metadata.

These statements so emphatic, that some of my pupils had heard from me, I heard recently from a great master, Julio Cerda, [Arganda del Rey city council](#) archivist and records manager, with whom I had the pleasure of sharing presentations at [Jornadas Técnicas de Archivos de la Administración local](#), held in Malaga last April. Knowing that we had reached the same conclusion has encouraged me to write this post.

Most of the time records metadata management is approached from a **very limited point of view**, which may have two versions:

- The first considers that metadata are only the electronic version of the description of paper records. In this version metadata can describe different levels of aggregation, as in the practice for paper records, insisting especially in individual records and other larger aggregations as files or case files.
- The second believes that metadata management is the creation of the attributes, properties or fields that need to be created for each of the classes, types or objects in a particular EDMRS. In this version metadata management is the first step necessary for starting any implementation of an EDRMS (does not matter whether Documentum, FileNet, Alfresco, or otherwise).

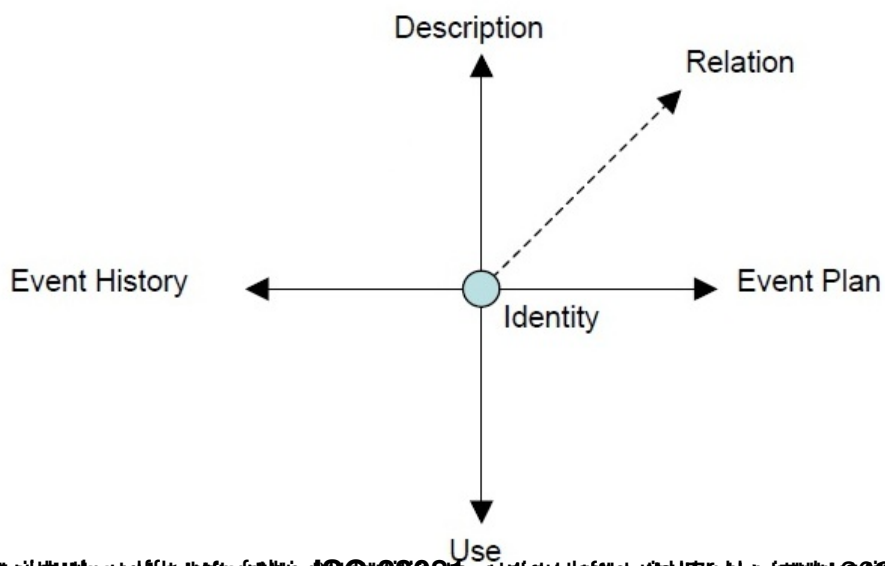
Both are undoubtedly part of the management of metadata, but do not represent the whole.

## Records metadata management = electronic recordkeeping

Written by

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