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Records Program Metadata

The metadata for the records program may come from multiple sources, and the metadata model should be developed with the intent for application development of an electronic content management system. Sources for the metadata may be found on the record, inherited, external sources and databases, or the metadata may be generated automatically when capturing the record for archival purposes.

Metadata Model					
Records Type	Metadata	Attributes	Field Length (Characters)	Data source	Drop-down List
Taxonomy Classification					
Functional Level (i.e., Finance)	Document Title	Number/Character	250	Metadata within the record	N/A
	Document Type	Character	250	Manual data entry from drop-down list	Accounts Payable Accounts Receivable Budget Management Charitable Contributions Company's Minute Book General Accounting Reports and Tax Records General Banking Records Lists, Registers and Logs Procurement
	Author	Character	250	Metadata generated automatically during	N/A

			capture of the record	
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