

# Metadata consistency and coherence in the digital management and preservation process of administrative records

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**ABSTRACT:** This paper focuses on the concepts of consistency and coherence in metadata and data within a digital preservation ecosystem, in which trustworthy access along with content reuse represent the qualifying elements for a knowledge-based society. In particular, in public administrations, the development of document representation models, with syntactic and semantic quality and the formalisation of metadata schemas, set an important target for standardization replicable in various domains. Thus having a significant impact on transparency and efficiency processes, with important effects on the service and digital markets.

*Keywords:* Metadata, Digital Preservation, Submission Information Package (SIP).

## 1. Introduction

Public Administrations, in various countries, have been involved in the development of rules and procedures to guarantee efficiency and transparency during the management and preservation processes of digital records. There are a number of existing standards, such as ISO 15489-1:2016<sup>1</sup> and ISO 14721:2012 (OAIS)<sup>2</sup>, which provide important international reference models. In Italy, a vast framework of rules and regulations has been established, however, this necessitates continuous modifications and integrations. For example, the revision in progress of the Te-

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1. Standard ISO 15489-1:2016 (created in 2001 and completely revised in 2016, defines the concept and principles for the metadata records process).

2. OAIS (Reference Model for an Open Archival Information System), coordinated by CCSDS (Consultative Committee for Space Data System) since 1995. Subsequently OAIS becomes standard ISO 14721:2012. See also Reference Model for an Open Archival Information System (OAIS), Recommended Practice, CCSDS 650.0-M-2 (Magenta Book) Issue 2, June 2012. <http://public.ccsds.org/publications/archive/650xom2.pdf>.