

**In This Issue: Metadata
Updates on ELNs and Archiving.**

**eOrganizedWorld
the Online Information Management Newsletter
for Information Professionals
from Charlie Sodano**

Metadata

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When I was in college one of the required courses in my field of study was metaphysics, a branch of philosophy that investigates principles of reality transcending those of any particular science. Someone who studies metaphysics is called a "metaphysician". When I first heard about metadata some years later, I immediately conjured up a magical profession where I would be called a "metadatician". Metadata knowledge would propel me into a new reality above that of ordinary data where I would have powers to manipulate data using my supernatural skills.

Over time, I began to understand that metadata was not as glamorous as I first supposed. Its grandfather is notes which were scribbled in the margins of books by readers to identify key passages and add personal insight. Rather than fall into a funk about my fall from the supernatural, I began to realize that metadata does indeed have very special, if not magical properties.

Properly constructed metadata will give extended scope and clarity to a document. Properties such as title, date started, date completed, author, key words and custodian will be of great assistance in finding a particular document in a large repository. Metadata is information that helps to describe the context, content and structure about electronic information as well as books, photographs, audiotapes, video, etc.

Let me give you an example of how to find records buried in large collections. A classic approach to find information is to ask the supposed author or former colleagues of the author if they know where the record resides. This usually results in some vague directions that require tedious searching through either boxes of paper records or file server folders.

You may think that searching file share folders would not be that difficult, especially if they were indexed for full text searching. Full text searching may reduce the searchable pile, but might also overlook the information you are looking for. The date of completion is often a key to finding specific records and is usually not contained within the text of the document.

There are several techniques for attaching metadata to a record. Perhaps the simplest and probably most widely used method is to list the metadata in a spreadsheet (Excel) along with a description of where the record is physically located. This process can be improved by moving up to a more rigorous database system (Access, Oracle, SQL) and/or document management software. Other common ways of adding in metadata are via an html file commonly used to find information via Google or other web searching tools. I use these metadata tags to help push my site up on the top of the results list when people are looking for a records manager consultant

who has experience in the pharma/biotech business and resides in the San Francisco Bay area. It works great!

Metadata tags can be attached to any Microsoft Office document and pdf file too.

Please pass on this EZine to those in your network.

To leave list or change email address, scroll to bottom.

A link to the EZine is also found at www.eorganizedworld.com

Contact us (consultants@eorganizedworld.com) for additional information about getting your records management program started. We'll give you more free advice and explain how we can continue to work together.

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What's new?
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Records Management / Archiving

CA and Acxiom Corporation announced a partnership to deliver enterprise-class on-demand Information Governance solutions. Organizations today face significant risks and challenges managing. The new cloud-based, hosted solution from CA and Acxiom offers customers an alternative to on-premise software deployments, while providing a single portal view to better manage email, archiving, litigation holds, search, records declaration, retention and disposition

Mimosa Systems Inc., announced email archiving, file archiving, and SharePoint archiving solutions support for Microsoft Exchange Server 2010 beginning November 30, 2009

Planned MoReq2 compliance for EMC Documentum:

- A completely transparent automated retention and disposition application called Retention Policy Services that is compliant with regulations, legal stipulations and best practices. It can be added to any supported EMC Documentum environment or as part of the fully certified EMC Documentum Records Manager.
- A physical records management application called Physical Records Services that will manage paper of microfiche records.
- Extension of retention and management capabilities to additional repositories, including third party repositories through Federated Records Services, a single system of record for content regardless of location or system.
- Records Manager, which gives users control of the entire record lifecycle according to a range of system defined policies. Records Manager is also certified as compliant with several standards in the U.S. and Australia.

ELN / LIMS

BioKM™ SaaS is intended to serve as the knowledge repository for your lab. Aside from simplifying management of your lab, BioKM also provides for easy documentation of the collective knowledge

the lab will gather. Additionally, BioKM™ makes it easier to track research projects, verify its progress, as well as locate specific research related results

Systat Software, Inc. announced that it has signed an agreement with Rescentris, Inc. to globally offer their joint product, SigmaCERF™ - an Electronic Lab Notebook (ELN) and knowledge management platform for life science research organizations.

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