

Self-Evaluation questions

Name:

Organization:

Brief description of position responsibilities:

1. Please define briefly your understanding of what metadata is and why it is important.
2. What do you expect from a workshop on metadata?
3. What training have you had in electronic records management and metadata?
4. Have you worked on any metadata projects?
5. What are the main issues facing your organization's work with information technology?
6. Does your organization have an electronic records program planned or in place? If so, what do you think are its strengths and weaknesses?
7. Who are the principal groups, agencies, partners/collaborators, etc. that have participated in or supported your electronic records efforts?