

Preserving State Government Digital Information Minnesota Historical Society

Legislative Document Metadata

Legislative documents are being created by various record creators; metadata is a way to associate data with these documents.

The following are the thirteen elements of the legislative metadata schema created to describe and manage legislative documents. Seven of the thirteen are required, with the rest optional, creating a low barrier for use.

1. Identifier – required
2. Title – required
3. Type – required
4. Jurisdiction – required
 - 4.1 State Code – required
 - 4.2 State Name – optional
 - 4.3 Body – optional
5. Agent – required
 - 5.1 Publisher – required
 - 5.2 Author – optional
6. Publication Date -- required
7. Session – optional
 - 7.1 Legislative Session – optional
 - 7.2 Session Year – optional
 - 7.3 Session Number – optional
8. Description – optional
9. Subject – optional
10. Relation – optional
 - 10.1 Version Of – optional
 - 10.2 Companion Bill – optional
 - 10.3 Chapter – optional
11. Governor Action – optional

12. Management History – optional
 - 12.1 Event Date/Time – required
 - 12.2 Event Type – required
 - 12.3 Event Description – optional

13. Rights – required

1. IDENTIFIER

Definition	A unique code for the document.
Obligation	Required
Sub-Elements	None
Assigned Values	None
Extensible?	No value list, not applicable.
Repeatable?	Yes
Comments	For instance, could use NCSL naming convention id=ID:BILL:MN2009000H749 id=ID:BILL:MN2009000S140 id=ID:CA2009000A5 id=ID:CA2009000S577

2. TITLE

Definition	The name given to the document.
Obligation	Required
Sub-Elements	None
Assigned Values	None
Extensible?	No value list, not applicable.
Repeatable?	Yes
Comments	

3. TYPE

Definition	The recognized form or genre of the document.	
Obligation	Required	
Sub-Elements	None	
Assigned Values	Value Name	Definition
	Bill	Use and definition varies by state.
	Resolution	Use and definition varies by state.
	Act	Use and definition varies by state.
	Chapter	Use and definition varies by state.
	Law	Use and definition varies by state.
	Statute	Use and definition varies by state.
	Rule	Use and definition varies by state.
	Code	Use and definition varies by state.
Extensible?	Yes, values can be added as needed.	
Repeatable?	Yes	

Comments	
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4. JURISDICTION

Definition	The jurisdiction associated with the document.		
Obligation	Required		
Sub-Elements	Name	Obligation	
	4.1 State Code	Required	
	4.2 State Name	Optional	
	4.3 Body	Optional	
Repeatable?	Yes		
Comments			

4.1 STATE CODE

Definition	The two-letter ISO code for the state associated with the document.		
Obligation	Required		
Assigned Values	Value Name	Definition	
	Abbreviation as specified by ISO 3166-2:US	-	
Extensible?	No		
Repeatable?	Yes		
Comments			

4.2 STATE NAME

Definition	The name of the state associated with the document.		
Obligation	Optional		
Assigned Values	Value Name	Definition	
	Example: Minnesota	-	
Extensible?	No		
Repeatable?	Yes		
Comments			

4.3 BODY

Definition	The legislative body that created the document.		
Obligation	Optional		
Assigned Values	Value Name	Definition	
	House	-	
	Senate	-	
	Assembly	-	

	Unknown	-
Extensible?	Yes, values can be added as needed.	
Repeatable?	Yes	
Comments		

5. AGENT

Definition	The agency, organizational unit, or individual associated with the creation or publication of the document.		
Obligation	Required		
Sub-Elements	Name	Obligation	
	5.1 Publisher	Required	
	5.2 Author	Optional	
Repeatable?	Yes		
Comments			

5.1 PUBLISHER

Definition	The agency or organizational unit responsible for making the document available.
Obligation	Required
Assigned Values	None
Extensible?	No value list, not applicable.
Repeatable?	Yes
Comments	

5.2 AUTHOR

Definition	The agency, organizational unit, and/or individual primarily responsible for the content of the document. Equates to the term “Creator” or “Originator” used in some environments.
Obligation	Optional
Assigned Values	None
Extensible?	No value list, not applicable.
Repeatable?	Yes
Comments	

6. PUBLICATION DATE

Definition	Date of publication. Date document became publically available.
Obligation	Required
Sub-Elements	None

Assigned Values	None
Extensible?	No value list, not applicable.
Repeatable?	Yes
Comments	Use standard ISO 8601 (YYYY-MM-DD)

7. SESSION

Definition	Identifies a specific assembly of the legislature.		
Obligation	Optional		
Sub-Elements	Name	Obligation	
	7.1 Legislative Session	Optional	
	7.2 Session Year	Optional	
	7.3 Session Number	Optional	
Repeatable?	Yes		
Comments	If chosen for use, at least one sub-element must be populated.		

7.1 Legislative Session

Definition	Sequential meeting of the legislature in regular session as designated by the state constitution.
Obligation	Optional
Assigned Values	Integer
Extensible?	No value list, not applicable.
Repeatable?	No
Comments	Minnesota example: 85 = 85 th meeting of the legislature (from January 2007 – May 2008).

7.2 SESSION YEAR

Definition	The year the document was published.
Obligation	Required
Assigned Values	YYYY
Extensible?	No value list, not applicable.
Repeatable?	No
Comments	Session Year plus Session Number can be used to identify both regular session and special sessions.

7.3 SESSION NUMBER

Definition	The sequential session number in a calendar year. 0 means regular legislative session
Obligation	Required
Assigned Values	Integer >= 0

Extensible?	No value list, not applicable.
Repeatable?	No
Comments	Session Year plus Session Number can be used to identify both regular session and special sessions. Examples: where (Session Year, Session Number) (2007, 0) = 85 th legislative session, regular session (2008, 0) = 85 th legislative session, regular session (2007, 1) = 1 st Special Session of 2007

8. DESCRIPTION

Definition	A summary, in free-text prose, of the content of the document.
Obligation	Optional
Sub-Elements	None
Assigned Values	None
Extensible?	No value list, not applicable.
Repeatable?	Yes
Comments	

9. SUBJECT

Definition	The subject matter or topic of the document.
Obligation	Optional
Sub-Elements	None
Assigned Values	None
Extensible?	No value list, not applicable.
Repeatable?	Yes
Comments	

10. RELATION

Definition	The link between one document and another.		
Obligation	Optional		
Sub-Elements	Name	Obligation	
	10.1 Version Of	Optional	
	10.2 Companion Bill	Optional	
	10.3 Chapter	Optional	
Repeatable?	Yes		
Comments	If chosen for use, at least one sub-element must be populated.		

10.1 VERSION OF

Definition	The version of a document.
Obligation	Optional
Assigned Values	None
Extensible?	No value list, not applicable.
Repeatable?	Yes
Comments	Must identify related document. Can be used for Bill engrossments (-1, -2, etc.) and Conference Committee Reports (A, B, etc.).

10.2 COMPANION BILL

Definition	A companion bill is usually an identical bill introduced in the other body.
Obligation	Optional
Assigned Values	None
Extensible?	No value list, not applicable.
Repeatable?	Yes
Comments	Must identify related document. Example: 2009 Minnesota bill HF9 has a companion SF242.

10.3 CHAPTER

Definition	The number assigned to an enrollment. This number becomes the session law chapter number if the enrollment becomes a Session Law.
Obligation	Optional
Assigned Values	Integer ≥ 1
Extensible?	No value list, not applicable.
Repeatable?	No
Comments	Must identify related document.

11. GOVERNOR ACTION

Definition	This element only applies to enrollments passed by both bodies of the legislature. The governor has several options when considering an enrollment.	
Obligation	Optional	
Sub-Elements	None	
Assigned Values	Value Name	Definition
	Signed	Governor signed the bill
	Vetoed	Governor refused to sign bill
	Line Item Veto	Governor rejected a portion or portions of an appropriation bill while approving the rest

	Pocket Veto	Governor rejected the bill after the Legislature adjourned sine die, preventing its reconsideration by the Legislature
Extensible	Yes, values can be added as needed.	
Repeatable?	No	
Comments		

12. MANAGEMENT HISTORY

Definition	The date and description of management actions performed on the document.		
Obligation	Optional		
Sub-Elements	Name	Obligation	
	12.1 Event Date/Time	Required	
	12.2 Event Type	Required	
	12.3 Event Description	Optional	
Repeatable?	Yes		
Comments			

12.1 EVENT DATE/TIME

Definition	The date and time at which a defined management event occurs.
Obligation	Required
Assigned Values	None
Extensible?	No value list, not applicable.
Repeatable?	Yes
Comments	Use standard ISO 8601 (YYYY-MM-DD and hh-mm)

12.2 EVENT TYPE

Definition	An event which relates to the management of the document.	
Obligation	Required	
Assigned Values	Value Name	Definition
	Audited	Document scrutinized for compliance with internal or external requirements.
	Custody Transferred	Document placed under management of another organization.
	Identifier Changed	Primary identifier of document is replaced with a new one.
	Location Changed	Document moved to a different physical or network location. Different from "Custody Transferred" in that agency retains management control of document.
	Redacted	Only limited parts of the document are released.
	Published	Document is formally published.

	Integrity Checked	Integrity of the document is verified.
	Compressed	Document file is altered using a compression utility.
	Format Converted	Document file is converted to a new file format.
	Migrated	Document file is moved to a new hardware and/or file storage environment.
Extensible?	Yes, values can be added as needed.	
Repeatable?	Yes	
Comments		

12.3 EVENT DESCRIPTION

Definition	The specific details of the event in free-text prose.
Obligation	Optional
Assigned Values	None
Extensible?	No value list, not applicable.
Repeatable?	Yes
Comments	

13. RIGHTS

Definition	A description of use restrictions, such as copyright notice, placed on the document.	
Obligation	Required	
Sub-Elements	None	
Assigned Values	Value Name	Definition
	Copyright statement (e.g., Copyright © 2008 by the Office of the Revisor of Statutes, State of Minnesota. All rights reserved.)	
Extensible?	Yes, values can be added as needed.	
Repeatable?	Yes	
Comments		