



Administrative Metadata

Sample Solutions (for distribution afterwards)

Task 1 Defining Administrative Processes

The following automated processes could be required:

- Give me a list of all web pages I am responsible for maintaining.
- Give me a list of all web pages I am have created.
- Give me a list of all web pages which are past a review-by date, such as a staff list which is reviewed quarterly.
- Remove all web pages and all links to the web page which are past a delete-by date, such as a list of events.
- Move all web pages and all links to the web page which are past a delete-by date to an archive area, such as a list of events.
- Prevent robots or local indexing software from indexing low-quality resources (personal home pages, draft documents, etc.).

Task 2 Defining Administrative Metadata

The following administrative metadata could be required:

- **Author or Creator:** the person (or organisation) responsible for the intellectual content of the resource.
- **Maintainer:** the person (or organisation) responsible for maintaining the resource.
- **Review-By:** a date after which the resource should be (manually) reviewed by the Maintainer.
- **Delete-By:** a date after which the resource should be (automatically) deleted or moved to an archive area.
- **Creation-Date:** the date on which the intellectual content of the resource was originally created.
- **Web-Creation-Date:** the date on which the resource was originally made available in its current (online) format.
- **No-index:** indicates that the resource should not be indexed by robots or local indexing software.

Now compare these solutions with the Internet RFC for Administrative Metadata.