Records office cover sheet

The fields below are the records office's own. No part of the PDF standard knows what a retention date is, so the file explains itself: each field arrives in the metadata packet with its name, the way it is to be read, who it is written for, and what it means. An archival validator accepts them on that description, and refuses metadata that turns up without one.

What the sheet says

Reference	RO-2026-004318
Department	Planning
RetainUntil	2056-12-31T23:59:59+01:00
Classification	Public
Sheets	1

What the packet declares of each of them

rec:Reference	Text · external · The reference the records office files the dossier under
rec:Department	Text · external · The department the dossier came from
rec:RetainUntil	Date · internal · The date the dossier may be destroyed, and not before
rec:Classification	Text · external · How widely the dossier may be circulated
rec:Sheets	Integer · internal · How many sheets the dossier holds

Every value above is written twice: once on this page, and once in the packet a machine reads, under the prefix the schema names. Reading the file's metadata gives back this table, field for field.

What else a packet can carry

A second schema, the loan record's, carries fields of the six other kinds a property may be read as, and two lists: the witnesses to the loan, in no particular order, and each change of hands, in order, which is a structure the packet describes field by field. The conditions of the loan are one text in three languages, each version marked with its language. The document states its keywords, when it changed and whether it was trapped, and this page carries a packet of its own.

Declared in the namespace https://hqf-pdf.example/ns/loans/1.0/, under the prefix loan:

loan:Sealed	True · Boolean · Whether the dossier left the office sealed
loan:Format	application/pdf · MIMEType · The media type the dossier is lent in
loan:Custodian	HQF Development · ProperName · Who holds the dossier while it is out
loan:ShelfMetres	1.5 · Real · How much shelf the dossier takes, in metres
loan:Series	https://hqf-pdf.com/records/series/42 · URI · The series the dossier belongs to
loan:Catalogue	https://hqf-pdf.com/records/catalogue · URL · Where the office's catalogue is read
loan:Witnesses	Claire Martin; Jan de Vries · bag ProperName · Who witnessed the loan
loan:Movements	2026-09-01, Claire Martin; 2026-09-17, HQF Development · seq Movement · Each time the dossier changed hands, in order
loan:Conditions	x-default: To be returned unopened by 31 December 2026; fr: À rendre sans l’ouvrir, au plus tard le 31 décembre 2026; de: Ungeöffnet bis zum 31. Dezember 2026 zurückzugeben · Lang Alt · The conditions of the loan, in each language they were agreed in
Movement	One change of hands of a dossier
mvt:When	Date · The day the dossier changed hands
mvt:Holder	ProperName · Who took the dossier

The document's keywords: archive, planning, retention; it changed on 2026-09-17T14:05:00+02:00; trapped: not known.

That date as PDF writes it: D:20260917140500+02'00'; read back: 2026-09-17T14:05:00+02:00.

This page carries a packet of 2420 bytes of its own; the same facts claiming PDF/A-3b, PDF/UA-1 and PDF/X-4 would weigh 4885 bytes.