

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.