

# Test Module3

## Classification Scheme and File Organisation

### Test Data Repository

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## INTRODUCTION

The Test Data Repository is organized in several sub-chapters – one corresponding (Sub) Test Data Repository for each test module. This reduces complexity and guarantees higher readability and comprehensibility for the user.

Each of these documents has the same general structuring:

- ◆ **Agents & Access Controls:** This sub-chapter gives details about user profiles, user roles and user groups. Furthermore it will be explained which user roles have access permission to functions, aggregations and records. In addition we explain which user groups have access permission to aggregations and records.
- ◆ **Classification Scheme(s):** This sub-chapter includes all Classification Scheme(s) that are used within the corresponding sub-chapter of the test module. It lists information of the metadata of the classification scheme itself and of all aggregations and records within it.
- ◆ **Record types:** This sub-chapter gives detailed information about the records used.
- ◆ **Retention and Disposition Schedules:** This sub-chapter gives detailed information about the retention and disposition schedules used.
- ◆ **Content of captured records:** This sub-chapter gives detailed information about the content of the items that are captured as records. As these items are described before they are captured into the ERMS, no metadata elements can be used for the description.

To increase the usability of the Test Data Repository we marked the information in different colours. The blue coloured content represents the situation before test cases are executed (precondition). The red coloured content represents the situation after the test cases are executed (test result). Both situations are highlighted as far as possible. In some cases we used brackets (e.g. [ ]) to highlight which entity is being affected by the test execution.

Examples:

<i>Example</i>	<i>Explanation</i>
Class Corporate Direction	The item is a precondition for the test case. It has to be created before executing the test cases of the sub-chapters.
Class Corporate Direction	The item will be created within a test case.



*Example*

[ Class ] [ Corporate Direction ]

*Explanation*

The item will be deleted, reclassified, relocated when the test cases of the sub chapter are being executed.

The metadata model requires metadata elements such as M163 *Identity.system\_identifier* which are "populated" by the system when an agent is defined. We just use the values of these elements to have an internal linkage between our test data. These values do not have to match the existing values in the ERMS.

## ON THE CHAPTER T3.1 - CLASSIFICATION SCHEME AND FILE ORGANISATION

### 1.1 Agents & Access Controls

Within this chapter we summarise all agents and access controls that are needed for testing. The first sub-chapter, as far as possible, provides an insight, into the profiles of the used agents (users, user roles and user groups). The second sub-chapter summarises the access controls for the agents to entities (entity/agent) and for the agents to functions.

#### 1.1.1 Agents (Users, User Groups and User Roles)

The following tables show the metadata of the agents (Users, User Groups and User Roles).

##### 1.1.1.1 Users

Following users need to be created or will be created during the test execution:

<b>M163</b>	<b>M167</b>	<b>M189</b>	<b>M171</b>	<b>M166</b>	<b>M165</b>	<b>M169</b>	<b>M170</b>
Identity.system_identifier	Description.title	Description.email.address	Relation.entity_agent	Relation.has_role	Relation.is_member_of	Use.administrator	Use.inactive
<U01>	CA_username			<R01>		YES	NO
<U02>	MA_username			<R02>		NO	NO
<U03>	CW_username					NO	NO
<U04>	LA_username			<R02>		YES	NO

### 1.1.1.2 User Roles

Following roles need to be created or will be created during the test execution:

<b>M163</b> Identity.system_identifier	<b>M167</b> Description.title	<b>M168</b> Relation.has_user	<b>M171</b> Relation.entity_agent	<b>Comment:</b>
<R01>	CentralAdministrator	<U01>		No comment.
<R02>	Management	<U02>		No comment.
<R03>	LocalAdministrator	<U04>		No comment.

### 1.1.1.3 User Groups

Following user groups need to be created or will be created during the test execution:

<b>M163</b> Identity.system_identifier	<b>M167</b> Description.title	<b>M168</b> Relation.has_user	<b>M171</b> Relation.entity_agent
<G01>	Administration	<U01>, <U03>,<U04>	
<G02>	CaseWorker	<U03>	



## 1.1.2 Access Controls

The following tables show the Entity/Agent relation and the access of agents to functions.

### 1.1.2.1 Entity/Agents

The values to be used for testing are arbitrary.

### 1.1.2.2 Access Permissions of User Roles to Functions

Following roles have access to the ERMS' functions:

Function	<R01>	<R03>	<G01>	<R02>
	CentralAdministrator	LocalAdministrator	CaseWorker	Management
Add new classes	X	X	X	
Create new files	X	X	X	X
Change file metadata	X	X	X	
Maintain classification scheme and files	X	X	X	
Delete files	X	X	X	
Capture records	X	X	X	X
Relocate a record to a different file	X	X	X	X
Search for and read records	X	X	X	X
Change content of records				
Change record metadata	X	X	X	
Delete records	X	X	X	
Place and remove disposal holds	X	X	X	



Function	<R01> CentralAdministrator	<R03> LocalAdministrator	<G01> CaseWorker	<R02> Management
Retention and disposition schedule and disposition transactions	X	X	X	
Export and import files and records	X	X	X	
View audit trails	X	X	X	
Configure and manage audit trail	X	X	X	
Change audit trail data				
Move audit trail data to off-line storage media	X	X	X	
Perform all transactions related to users and their access privileges	X	X	X	X
Allocate access controls to local administrator	X	X	X	
Allocate your own access controls to other users	X	X	X	X
Maintain database and storage	X	X	X	
Maintain other system parameters	X	X	X	
Define and view other system reports	X	X	X	

## 1.2 Classification Scheme(s)

This section includes all classification scheme(s) which are used within the test cases of the corresponding test module. First of all you will find the metadata for the classification scheme itself.

The next chapter(s) describe(s) the metadata of the aggregations and records defined in the classification scheme(s).

*Please note that:*

- ◆ it is possible that more than one classification scheme is defined. Therefore the fully-qualified classification code contains a prefix that uniquely identifies an entity across different classification schemes. Example: A class has the fully-qualified classification code <CS01/001>. This means that prefix CS01 indicates the classification scheme as specified above (M044)
- ◆ we only take metadata into account which are needed for testing. A full approach is not intended here.

M044	M045	M046
Identity.system_identifier	Description.title	Description.abstract.description
<CS01>	TestClassificationScheme1	
<CS02>	TestClassificationScheme2	Testcase
<CS03>	TestClassificationScheme3	
<CS04>	TestClassificationScheme4	
<CS05>	TestClassificationScheme5	
<CS06>	TestClassificationScheme6	
<CS07>	TestClassificationScheme7	
<CS08>	TestClassificationScheme8	

### 1.2.1 TestClassificationScheme1 – metadata of aggregations and records

M012 Description.classification.fully-qualified_classification_code	Type	M003 Description.title
<CS01/001>	Class	Support Functions
<CS01/001/001>	Class	Corporate Communications
<CS01/001/002>	Class	Human Resources
<CS01/001/002/001>	Class	Resources
<CS01/001/002/001/001>	File	Workforce Planning
<CS01/001/003/001/002>	File	Performance Management
<CS01/001/003/001/003>	File	Employment Agencies
<CS01/002>	Class	Support Functions

### 1.2.2 TestClassificationScheme2 – metadata of aggregations and records

M012 Description.classification.fully-qualified_classification_code	Type	M003 Description.title	M047 Description.abstract.description
<CS02/001>	Class	Corporate Direction	
<CS02/001/001>	Class	Business Continuity	
<CS02/001/001/001>	Class	Strategy	
<CS02/001/001/001/001>	File	Strategic Management	
<CS02/002>	Class	Policies & Practice	

<b>M012</b> Description.classification.fully-qualified_classification_code	Type	<b>M003</b> Description.title	<b>M047</b> Description.abstract.description
<CS02/002/001>	Class	Information Technology	
<CS02/002/001/001>	Class	Policy Development	
<CS02/002/001/001/001>	Class	Policies	
<CS02/002/001/001/001/001>	Class	P1	
<CS02/002/001/001/001/001/001>	Class	P2	
<CS02/002/001/001/001/001/001/001>	Class	P3	
<CS02/002/001/001/001/001/001/001/001>	Class	P4	
<CS02/002/001/001/001/001/001/001/001/001>	Class	P5	
<CS02/002/001/001/001/001/001/001/001/001/001>	Class	P6	
<CS02/003>	Class	Executive Committee	This class is used for testing purposes
<CS02/003/001>	File	Business Segments	This file is used for testing purposes
<CS02/003/001/001>	Sub-File	Business Segment A	This sub-file is used for testing purposes
<CS02/003/001/001/001>	Volume	Volume A	This volume is use for testing purposes

### 1.2.3 TestClassificationScheme3 – metadata of aggregations and records

M012 Description.classification.fully-qualified_classification_code	Type	M003 Description.title	M025 Relation.r&d_schedule
<CS03/001>	Class	Corporate Direction	<RDS02>
<CS03/001/001>	File	Business Continuity	<RDS02>
<CS03/001/001/001>	Record	Strategy	<RDS02>
<CS03/002>	Class	Policies & Practice	<RDS02>
<CS03/002/001>	Record	Information Technology	<RDS02>
<CS03/003>	Class	Executive Committee	<RDS02>
<CS03/003/001>	File	Business Segments	<RDS02>
<CS03/003/001/001>	Record	Guideline	<RDS02>
<CS03/004>	Class	Support Functions	<RDS02>
<CS03/004/001>	Class	Corporate Communications	<RDS02>
<CS03/004/002>	Class	Human Resources	<RDS02>
<CS03/004/002/001>	Class	Resourcing	<RDS02>
<CS03/004/002/001/001>	File	Workforce Planning	<RDS02>
<CS03/004/003/001/002>	File	Performance Management	<RDS02>

### 1.2.4 TestClassificationScheme4 – metadata of aggregations and records

<b>M012</b> Description. classification. Fully-qualified_classification_code	<b>M011</b> Description. Classification. Classification_code	Type	<b>M003</b> Description. title	<b>M025</b> Relation. r&d_schedule
<CS04/001>	001	Class	Corporate Direction	<RDS01>
<CS04/001/001>	001	Class	Strategy	<RDS01>
<CS04/001/001/001>	001	File	Strategic Planning	<RDS01>
<CS04/001/001/001/001>	001	Volume	Business Units	<RDS01>
<CS04/001/001/001/001/001>	001	Sub-File	BU1	<RDS01>
<CS04/001/001/001/001/001/001>	001	Record	Business plan	<RDS01>
<CS04/002>	002	Class	Planning & Reporting	<RDS01>
<CS04/002/001>	001	Class	Corporate Strategy	<RDS01>
<CS04/002/001/001>	001	File	Strategic Planning	<RDS01>
<CS04/002/001/001/001>	001	Sub-file	Year2008	<RDS01>
<CS04/002/001/001/001/001>	001	Volume	Quarter 1	<RDS01>
<CS04/002/001/001/001/001/001>	001	Record	ProductA	<RDS01>
<CS04/003>	003	Class	Business Development	<RDS01>
<CS04/004>	004	Class	Business	<RDS01>
<CS04/004/001>	001	Class	Strategy	<RDS01>
<CS04/004/001/001>	001	File	Strategic Planning	<RDS01>

<b>M012</b> Description. classification. Fully-qualified_ classification_code	<b>M011</b> Description. Classifi- cation. Classifi- cation_code	Type	<b>M003</b> Description. title	<b>M025</b> Relation. r&d_ schedule
<CS04/004/001/001/001>	001	Volume	Business Units	<RDS01>
<CS04/004/001/001/001/001>	001	Sub-File	BU1	<RDS01>
<CS04/004/001/001/001/001/001>	001	Record	Business plan	<RDS01>
<CS04/005>	001	Class	Corporate Strategy	<RDS01>
<CS04/005/001>	001	File	Strategic Planning	<RDS01>
<CS04/005/001/001>	001	Sub-file	Year2008	<RDS01>
<CS04/005/001/001/001>	001	Volume	Quarter 1	<RDS01>
<CS04/005/001/001/001/001>	001	Record	ProductA	<RDS01>

### 1.2.5 TestClassificationScheme5 – metadata of aggregations and records

<b>M012</b> Description.classification.fully-qualified_classification_code	Type	<b>M003</b> Description.title	<b>M025</b> Relation.r&d_schedule
<CS05/001>	Class	Corporate Direction	<RDS02>
<CS05/001/001>	File	Business Continuity	<RDS02>
<CS05/001/001/001>	Record	Strategy	<RDS02>
<CS05/002>	Class	Policies & Practice	<RDS02>
<CS05/002/001>	Record	Information Technology	<RDS02>



<b>M012</b> Description.classification.fully-qualified_classification_code	Type	<b>M003</b> Description.title	<b>M025</b> Relation.r&d_schedule
<CS05/003>	Class	Executive Committee	<RDS02>
<CS05/003/001>	File	Business Segments	<RDS02>
<CS05/003/001/001>	Record	Guideline	<RDS02>
<CS05/004>	Class	Support Functions	<RDS02>
<CS05/004/001>	Class	Corporate Communications	<RDS02>
<CS05/004/002>	Class	Human Resources	<RDS02>
<CS05/004/002/001>	Class	Resourcing	<RDS02>
<CS05/004/002/001/001>	File	Workforce Planning	<RDS02>
<CS05/004/003/001/002>	File	Performance Management	<RDS02>
<CS05/005>	Class	Customer Relation Management	<RDS02>

### 1.2.6 TestClassificationScheme6 – metadata of aggregations and records

M012	M011	Type	M003	M158	M159	M139	M156	M157
Description. classification. Fully-qualified_ classification_code	Description. Classifi- cation. Classifi- cation_code		Description. title	Description. Classification. new_ fully-qualified _classification_ code	Event_ history. date. relocated	Relation. agent. destroy_ or_ transfer_ or_ relocate	Even_ history. date. relocated	Description. Classification. new_fully-qualified _classification_ code
<CS06/001>	001	Class	Corporate Direction					
<CS06/001/001>	001	[Class]	[Strategy]		<date>	<U01>	<date>	<CS06/003/001>
<CS06/001/001/001>	001	[File]	[Strategic Planning]		<date>	<U01>	<date>	<CS06/003/001/001>
<CS06/001/001/001/001>	001	[Volume]	[Business Units]		<date>	<U01>	<date>	<CS06/003/001/001/001>
<CS06/001/001/001/001/001>	001	[Sub-File]	[BU1]		<date>	<U01>	<date>	<CS06/003/001/001/001/001>
<CS06/001/001/001/001/001/001>	001	[Record]	[Business plan]		<date>	<U01>	<date>	<CS06/003/001/001/001/001/001>
<CS06/002>	002	Class	Planning & Reporting					
<CS06/002/001>	001	[Class]	[Strategy]					
<CS06/002/001/001>	001	[File]	[Strategic Planning]					
<CS06/002/001/001/001>	001	[Sub-file]	[Year2008]					
<CS06/002/001/001/001/001>	001	[Volume]	[Quarter 1]					
<CS06/002/001/001/001/001/001>	001	[Record]	[ProductA]					
<CS06/003>	003	Class	Management					
	001	Class	Corporate Strategy	<CS06/003/001>	<date>			
	001	File	Strategic Planning	<CS06/003/001/001>	<date>			
	001	Sub-file	Year2008	<CS06/003/001/001/001>	<date>			



<b>M012</b> Description. classification. Fully-qualified_ classification_code	<b>M011</b> Description. Classifi- cation. Classifi- cation_code	Type	<b>M003</b> Description. title	<b>M158</b> Description. Classification. new_ fully-qualified _classification_ code	<b>M159</b> Event_ history. date. relocated	<b>M139</b> Relation. agent. destroy_ or_ transfer _or_ relocate	<b>M156</b> Even_ history. date. relocated	<b>M157</b> Description. Classification. new_fully-qualified _classification_ code
	001	Volume	Quarter 1	<CS06/003/001/001/001/001>	<date>			
	001	Record	ProductA	<CS06/003/001/001/001/001/001>	<date>			
<CS06/004>	001	Class	Business					
<CS06/004/001>	001	Class	Strategy					
<CS06/004/001/001>	001	File	Strategic Planning					
<CS06/004/001/001/001>	001	Volume	Business Units					
<CS06/004/001/001/001/001>	001	Sub-File	BU1					
<CS06/004/001/001/001/001/001>	001	Record	Business plan					

### 1.2.7 TestClassificationScheme7 – metadata of aggregations and records

M012 Description.classification.fully-qualified_classification_code	Type	M003 Description.title	M025 Relation.r&d_schedule
<CS07/001>	Class	Corporate Direction	<RDS02>
<CS07/001/001>	File	Business Continuity	<RDS02>
<CS07/001/001/001>	Record	Strategy	<RDS02>
<CS07/002>	Class	Policies & Practice	<RDS02>
<CS07/002/001>	Record	Information Technology	<RDS02>
<CS07/003>	Class	Executive Committee	<RDS02>
<CS07/003/001>	File	Business Segments	<RDS02>
<CS07/003/001/001>	Record	Guideline	<RDS02>
<CS07/004>	Class	Support Functions	<RDS02>
<CS07/004/001>	Class	Corporate Communications	<RDS02>
<CS07/004/002>	Class	Human Resources	<RDS02>
<CS07/004/002/001>	Class	Resourcing	<RDS02>
<CS07/004/002/001/001>	File	Workforce Planning	<RDS02>
<CS07/004/003/001/002>	File	Performance Management	<RDS02>
<CS07/005>	Class	Customer Relation Management	<RDS02>

### 1.2.8 TestClassificationScheme8 – metadata of aggregations and records

<b>M012</b> Description. classification. Fully-qualified_ classification_code	<b>M011</b> Description. Classifi cation. Classifi cation_code	Type	<b>M003</b> Description. title	<b>M025</b> Relation. r&d_ schedule
<CS08/001>	001	Class	Corporate Direction	<RDS01>
<CS08/001/001>	001	Class	Strategy	<RDS01>
<CS08/001/001/001>	001	File	Strategic Planning	<RDS01>
<CS08/001/001/001/001>	001	Volume	Business Units	<RDS01>
<CS08/001/001/001/001/001>	001	Sub-File	BU1	<RDS01>
<CS08/001/001/001/001/001/001>	001	Record	Business plan	<RDS01>

### 1.3 Record Types

The values to be used for testing are arbitrary.

### 1.4 Retention and Disposition Schedules

The following table lists the metadata of the used retention and disposition schedules.

<b>M008</b>	<b>M024</b>	<b>M014</b>	<b>M013</b>	<b>M052</b>	<b>M133</b>	<b>M015</b>	<b>M030</b>
Identity.system_identifier.retention_and_disposition_schedule	Description.title*	Event_plan.event_type.disposition_action	Event_plan.period*	Event_plan.event_trigger	Use.status.inheritance	Reason	Description.Mandate*
<RDS01>	RDS_a01	Retain indefinitely	Indefinite	No		Test	Testing Regime
<RDS02>	RDS_a02	Transfer to another repository	2 years	After the entity is opened		Test	Testing Regime

\* Optional

### 1.5 Used Content for Capturing Records

The values to be used for testing are arbitrary.

## ON THE CHAPTER T3.2 - CLASSES AND FILES

### 2.1 Agents & Access Controls

Within this chapter we summarise all agents and access controls that are needed for testing. The first sub-chapter, as far as possible, provides an insight into the profiles of the agents (users, user roles and user groups) used. The second sub-chapter summarises the access controls for agents to entities (entity/agent) and for agents to functions.

#### 2.1.1 Agents (Users, User Groups and User Roles)

The following tables show the metadata of agents (Users, User Groups and User Roles).

##### 2.1.1.1 Users

Following users need to be created or will be created during test execution:

M163	M167	M189	M171	M166	M165	M169	M170
Identity.system_identifier	Description.title	Description.email.address	Relation.entity_agent	Relation.has_role	Relation.is_member_of	Use.administrator	Use.inactive
<U01>	CA_username			<R01>		YES	NO
<U02>	MA_username			<R02>		NO	NO

##### 2.1.1.2 User Roles

Following roles need to be created or will be created during the test execution:

M163	M167	M168	M171	Comment:
Identity.system_identifier	Description.title	Relation.has_user	Relation.entity_agent	
<R01>	CentralAdministrator	<U01>		No comment.

<b>M163</b>	<b>M167</b>	<b>M168</b>	<b>M171</b>	<b>Comment:</b>
Identity.system_identifier	Description.title	Relation.has_user	Relation.entity_agent	
<R02>	Management	<U02>		No comment.

### 2.1.1.3 User Groups

The values to be used for testing are arbitrary.

## 2.1.2 Access Controls

The following tables show the Entity/Agent relation and the access of agents to functions.

### 2.1.2.1 Entity/Agents

The values to be used for testing are arbitrary.

### 2.1.2.2 Access Permissions of User Roles to Functions

Following roles have access to the ERMS' functions:

Function	<R01>	<R02>
	CentralAdministrator	Management
Add new classes	X	X
Create new files	X	X
Change file metadata	X	X
Maintain classification scheme and files	X	X
Delete files	X	X
Capture records	X	X
Relocate a record to a different file	X	X





Function	<R01> CentralAdministrator	<R02> Management
Search for and read records	X	X
Change content of records		
Change record metadata	X	X
Delete records	X	X
Place and remove disposal holds	X	X
Retention and disposition schedule and disposition transactions	X	X
Export and import files and records	X	X
View audit trails	X	X
Configure and manage audit trail	X	
Change audit trail data		
Move audit trail data to off-line storage media	X	X
Perform all transactions related to users and their access privileges	X	X
Allocate access controls to local administrator	X	
Allocate own access controls also to other users	X	X
Maintain database and storage	X	
Maintain other system parameters	X	
Define and view other system reports	X	

## 2.2 Classification Scheme(s)

This section includes all classification scheme(s) which are used within the test cases of the corresponding test module. First of all you will find the metadata for the classification scheme itself.

The next chapter(s) describe(s) the metadata of the aggregations and records defined in the classification scheme(s).

*Please note that:*

- ◆ it is possible that more than one classification scheme is defined. Therefore the fully-qualified classification code contains a prefix that uniquely identifies an entity across different classification schemes. Example: A class has the fully-qualified classification code <CS01/001>. This means that prefix CS01 indicates the classification scheme as specified above (M044)
- ◆ we only take metadata into account which are needed for testing. A full approach is not intended here.

M044	M045	M046
Identity.system_identifier	Description.title	Description.abstract.description
<CS01>	TestClassificationScheme1	
<CS02>	TestClassificationScheme2	
<CS03>	TestClassificationScheme3	

### 2.2.1 TestClassificationScheme1 – metadata of aggregations and records

M012	M011		M003	M048	M050	M051	M004
Description.classification.fully-qualified_classification_code	Description.classification.classification_code	Type	Description.title	Event_history.date.created	Event_history.date.opened	Event_history.date.closed	Description.abstract.keyword
<CS01/001>	001	Class	Legal	<date>			
<CS01/001/001>	001	Record	Contract1	<date>			
<CS01/002>	002	Class	IT and Communication	<date>			
<CS01/003>	003	Class	Buy	<date>			
<CS01/003/001>	001	File	Provision of Software	<date>			
<CS01/003/001/001>	001	Sub-File	Standardized Software	<date>			
<CS01/003/001/001/001>	001	Volume	Year2008	<date>			
<CS01/004>	004	Class	Finance	<date>			
<CS01/004/001>	001	Class	Financial planning	<date>			
<CS01/004/001/001>	001	File	Budgeting	<date>			
<CS01/004/001/001/001>	001	Sub-file	Project1	<date>			
<CS01/005>	005	Class	Communication	<date>	<date>		
<CS01/005/001>	001	File	Annual Report	<date>	<date>		
<CS01/006>	006	Class	Authorisation	<date>	<date>	<date>	
<CS01/006/001>	001	File	Guideline	<date>	<date>	<date>	
<CS01/007>	007	Class	Development	<date>	<date>	<date>	
<CS01/007/001>	001	File	System Development	<date>	<date>	<date>	

M012	M011	Type	M003	M048	M050	M051	M004
Description.classification.fully-qualified_classification_code	Description.classification.classification_code		Description.title	Event_history.date.created	Event_history.date.opened	Event_history.date.closed	Description.abstract.keyword
<CS01/007/002>	002	File	Software Development	<date>	<date>		
<CS01/008>	008	Class	Training 2008	<date>	<date>		
<CS01/008/001>	001	Class	Module1	<date>	<date>		<keyword>
<CS01/008/002>	002	Class	Module2	<date>	<date>		
<CS01/008/002/001>	001	File	Syllabus	<date>	<date>		<keyword>

## 2.2.2 TestClassificationScheme2 – metadata of aggregations and records

M012	M011	Type	M003
Description.classification.fully-qualified_classification_code	Description.classification.classification_code		Description.title
<CS02/001>	001	Class	Class1
<CS02/002>	002	Class	Class2
<CS02/003>	003	Class	Class3
<CS02/004>	004	Class	Class4
<CS02/005>	005	Class	Class5
<CS02/006>	006	Class	Class6
<CS02/007>	007	Class	Class7
<CS02/008>	008	Class	Class8
<CS02/009>	009	Class	Class9

<b>M012</b> Description.classification. fully-qualified_classification_code	<b>M011</b> Description.classification. classification_code	Type	<b>M003</b> Description.title
<CS02/010>	010	Class	Class10
<CS02/010/001>	001	File	File1
<CS02/010/002>	002	File	File2
<CS02/010/003>	003	File	File3
<CS02/010/004>	004	File	File4
<CS02/010/005>	005	File	File5
<CS02/010/006>	006	File	File6
<CS02/010/007>	007	File	File7
<CS02/010/008>	008	File	File8
<CS02/010/009>	009	File	File9
<CS02/010/010>	010	File	File10

### 2.2.3 TestClassificationScheme3 – metadata of aggregations and records

<b>M012</b> Description. classification. Fully-qualified_ classification_code	<b>M011</b> Description. Classifi cation. Classifi cation_code	Type	<b>M003</b> Description. title	<b>M025</b> Relation. r&d_ schedule	<b>M134</b> Event_history.disposal hold.agent_applied
<CS03/001>	001	Class	Human Resources	<RDS02>	

<b>M012</b> Description. classification. Fully-qualified_ classification_code	<b>M011</b> Description. Classifi cation. Classifi cation_code	Type	<b>M003</b> Description. title	<b>M025</b> Relation. r&d_ schedule	<b>M134</b> Event_history.disposal hold.agent_applied
<CS03/001/001>	001	File	Workforce Planning	<RDS02>	
<CS03/001/001/001>	001	Sub-file	2007	<RDS02>	
< CS03/001/001/001/001/001>	001	Record	Plan1	<RDS02>	
<CS03/002>	002	Class	Market research	<RDS02>	
<CS03/002/001>	001	File	Primarily research	<RDS02>	
<CS03/002/001/001>	001	Sub-file	Study 1	<RDS02>	
<CS03/002/001/001/001>	001	Volume	Analyses	<RDS02>	
<CS03/002/001/001/001/001>	001	Record	Cluster analyses	<RDS02>	
<CS03/003>	003	Class	Management	<RDS01>	<U01>
<CS03/004>	001	Class	Business	<RDS01>	

## 2.3 Record Types

The values to be used for testing are arbitrary.

## 2.4 Retention and Disposition Schedules

The following table lists the metadata of the used retention and disposition schedules.

<b>M008</b> Identity.system_identifier.r etention_and_disposition_ schedule	<b>M024</b> Description.title*	<b>M014</b> Event_plan.event_type. disposition_action	<b>M013</b> Event_plan.period*	<b>M052</b> Event_plan.event_trigger	<b>M133</b> Use.status.inheri tance	<b>M015</b> Reason	<b>M030</b> Description. Mandate*
<RDS01>	RDS_01	Retain indefinitely	Indefinite	No		Test	Testing Regime
<RDS02>	RDS_02	Transfer to another repository	2 years	After the entity is opened		Test	Testing Regime

\* Optional

## 2.5 Used Content of Captured Records

The values to be used for testing are arbitrary.

## ON THE CHAPTER T3.3 - VOLUMES AND SUB-FILES

### 3.1 Agents & Access Controls

Within this chapter we summarise all agents and access controls that are needed for testing. The first sub-chapter, as far as possible, provides an insight into the profiles of the agents (users, user roles and user groups) used. The second sub-chapter summarises the access controls for agents to entities (entity/agent) and for agents to functions.

#### 3.1.1 Agents (Users, User Groups and User Roles)

The following tables show the metadata of the agents (Users, User Groups and User Roles).

##### 3.1.1.1 Users

Following users need to be created or will be created during the test execution:

<b>M163</b>	<b>M167</b>	<b>M189</b>	<b>M171</b>	<b>M166</b>	<b>M165</b>	<b>M169</b>	<b>M170</b>
Identity.system_identifier	Description.title	Description.email.address	Relation.entity_agent	Relation.has_role	Relation.is_member_of	Use.administrator	Use.inactive
<U01>	CA_username			<R01>		YES	NO
<U02>	MA_username			<R02>		NO	NO



### 3.1.1.2 User Roles

Following roles need to be created or will be created during the test execution:

<b>M163</b> Identity.system_identifier	<b>M167</b> Description.title	<b>M168</b> Relation.has_user	<b>M171</b> Relation.entity_agent	<b>Comment:</b>
<R01>	CentralAdministrator	<U01>		No comment.
<R02>	Management	<U02>		No comment.

### 3.1.1.3 User Groups

The values to be used for testing are arbitrary.

## 3.1.2 Access Controls

The following tables show the Entity/Agent relation and the access of agents to functions.

### 3.1.2.1 Entity/Agents

The values to be used for testing are arbitrary.

### 3.1.2.2 Access Permissions of User Roles to Functions

Following roles have access to the ERMS' functions:

Function	<R01> CentralAdministrator	<R02> Management
Add new classes	X	X
Create new files	X	X
Change file metadata	X	X
Maintain classification scheme and files	X	X
Delete files	X	X
Capture records	X	X
Relocate a record to a different file	X	X
Search for and read records	X	X
Change content of records		
Change record metadata	X	X
Delete records	X	X
Place and remove disposal holds	X	X
Retention and disposition schedule and disposition transactions	X	X
Export and import files and records	X	X
View audit trails	X	X
Configure and manage audit trail	X	



Function	<R01> CentralAdministrator	<R02> Management
Change audit trail data		
Move audit trail data to off-line storage media	X	X
Perform all transactions related to users and their access privileges	X	X
Allocate access controls to local administrator	X	
Allocate your own access controls to other users	X	X
Maintain database and storage	X	
Maintain other system parameters	X	
Define and view other system reports	X	

### 3.2 Classification Scheme(s)

This section includes all classification scheme(s) which are used within the test cases of the corresponding test module. First of all you will find the metadata for the classification scheme itself.

The next chapter(s) describe(s) the metadata of the aggregations and records defined in the classification scheme(s).

*Please note that:*

- ◆ it is possible that more than one classification scheme is defined. Therefore the fully-qualified classification code contains a prefix that uniquely identifies an entity across different classification schemes. Example: A class has the fully-qualified classification code <CS01/001>. This means that prefix CS01 indicates the classification scheme as specified above (M044)
- ◆ we only take metadata into account which are needed for testing. A full approach is not intended here.

M044	M045	M046
Identity.system_identifier	Description.title	Description.abstract.description
<CS01>	TestClassificationScheme1	

### 3.2.1 TestClassificationScheme1 – metadata of aggregations and records

M012	M011	Type	M003	M025	M048	M050	M051	M020
Description.classification.fully-qualified_classification_code	Description.classification.classification_code		Description.title	Relation.r&d_schedule	Event_history.date.created	Event_history.date.opened	Event_history.date.closed	Identity.System_identifier
<CS01/001>	001	Class	IT and Communication	<RDS01>	<date>			
<CS01/001/001>	001	Class	Release management	<RDS01>	<date>			
<CS01/001/001/001>	001	File	Change	<RDS01>	<date>			
<CS01/001/001/001/001>	001	File	Asset management	<RDS01>	<date>			
<CS01/001/001//001/001/001>	001	Sub-File	AM Ret	<RDS01>	<date>			
<CS01/001/001/001/001/001/001>	001	Volume	Plan	<RDS01>	<date>			
<CS01/002>	002	Class	Training	<RDS01>	<date>			
<CS01/002/001>	001	File	ERP-System	<RDS01>	<date>			
<CS01/002/001/001>	001	Sub-file	Module1	<RDS01>	<date>			
<CS01/002/002>	002	File	Software	<RDS01>	<date>			
<CS01/003>	003	Class	Configuration Management	<RDS01>	<date>			
<CS01/003/001>	001	File	System I	<RDS01>	<date>			
<CS01/003/001/001>	001	Volume	Tools	<RDS01>	<date>			
<CS01/004>	003	Class	Release management	<RDS01>	<date>			
<CS01/004/001>	001	File	Change	<RDS01>	<date>			
<CS01/004/001/001>	001	Sub-	Asset	<RDS01>	<date>			



M012	M011	Type	M003	M025	M048	M050	M051	M020
Description.classification.fully-qualified_classification_code	Description.classification.classification_code		Description.title	Relation.r&d_schedule	Event_history.date.created	Event_history.date.opened	Event_history.date.closed	Identity.System_identifier
		File	management					
<CS01/004/001/001/001>	001	Volume	AM1	<RDS01>	<date>		<date>	
<CS01/004/001/001/002>	002	Volume	AM2	<RDS01>	<date>		<date>	
<CS01/004/001/001/003>	003	Volume	AM3	<RDS01>	<date>	<date>		
<CS01/005>	004	Class	Training	<RDS01>	<date>			
<CS01/005/001>	001	File	ERP-System	<RDS01>	<date>			
<CS01/005/001/001>	001	Sub-file	Module1	<RDS01>	<date>		<date>	
<CS01/005/001/002>	002	Sub-file	Module2	<RDS01>	<date>	<date>		
<CS01/005/001/002/001>	001	Volume	M2- Syllabus 1	<RDS01>	<date>			
<CS01/005/002>	002	File	Accounting System	<RDS01>	<date>			
<CS01/005/002/001>	001	Sub-file	Technical	<RDS01>	<date>		<date>	
<CS01/006>	006	Class	Configuration Management	<RDS02>	<date>			
<CS01/006/001>	001	File	Software	<RDS02>	<date>			
<CS01/006/001/001>	001	Sub-file	Tools	<RDS02>	<date>			
<CS01/006/001/001/001>	001	Volume	Tool1	<RDS02>	<date>	<date>	<date>	<system_identifier>
<CS01/006/001/001/002>	002	Volume	Tool2	<RDS02>	<date>	<date>		<system_identifier>
<CS01/006/001/001/003>	003	Volume	Tool3	<RDS02>	<date>	<date>		<system_identifier>
<CS01/006/002>	002	File	Hardware	<RDS02>	<date>		<date>	
<CS01/006/002/001>	001	Sub-file	HW-1	<RDS02>	<date>	<date>	<date>	



M012	M011	Type	M003	M025	M048	M050	M051	M020
Description.classification.fully-qualified_classification_code	Description.classification.classification_code		Description.title	Relation.r&d_schedule	Event_history.date.created	Event_history.date.opened	Event_history.date.closed	Identity.System_identifier
<CS01/006/002/002>	002	Sub-file	HW-2	<RDS02>	<date>	<date>	<date>	
<CS01/006/002/003>	003	Sub-file	HW-3	<RDS02>	<date>	<date>	<date>	
<CS01/006/003>	003	File	Custom Clearance	<RDS02>	<date>	<date>		
<CS01/006/003/001>	001	Sub-file	CC1	<RDS02>	<date>	<date>	<date>	
<CS01/006/004>	004	File	Service internal	<RDS02>	<date>	<date>		
<CS01/006/004/001>	001	Volume	Service1	<RDS02>	<date>	<date>	<date>	
<CS01/007>	007	Class	Testing	<RDS01>	<date>			
<CS01/007/001>	007	File	Project1	<RDS01>	<date>			
<CS01/007/001/001>	001	Sub-file	Plan	<RDS01>	<date>			
<CS01/007/001/002>	002	Sub-file	Specification	<RDS01>	<date>			
<CS01/007/001/003>	003	Sub-file	Results	<RDS01>	<date>			
<CS01/007/001/004>	004	Sub-file	Tools	<RDS01>	<date>			
<CS01/008>	008	Class	EMEA	<RDS01>	<date>			
<CS01/008/001>	001	File	Consulting	<RDS01>	<date>			
<CS01/008/001/001>	001	Sub-file	Project1	<RDS01>	<date>			
<CS01/008/001/001/001>	001	Volume	ProjectPlan01	<RDS01>	<date>	<date>		
<CS01/008/001/001/002>	002	Volume	ProjectPlan02	<RDS01>	<date>			

### 3.3 Record Types

The values to be used for testing are arbitrary.

### 3.4 Retention and Disposition Schedules

The following table lists the metadata of the used retention and disposition schedules.

<b>M008</b>	<b>M024</b>	<b>M014</b>	<b>M013</b>	<b>M052</b>	<b>M133</b>	<b>M015</b>	<b>M030</b>
Identity.system_identifier.retention_and_disposition_schedule	Description.title*	Event_plan.event_type.disposition_action	Event_plan.period*	Event_plan.event_trigger	Use.status.inheritance	Reason	Description.Mandate*
<RDS01>	RDS_a01	Retain indefinitely	Indefinite	No		Test	Testing Regime

\* Optional

### 3.5 Used Content of Captured Records

The values to be used for testing are arbitrary.



## ON THE CHAPTER T3.4 - MAINTAINING THE CLASSIFICATION SCHEME

### 4.1 Agents & Access Controls

Within this chapter we summarise all agents and access controls that are needed for testing. The first sub-chapter, as far as possible, provides an insight into the profiles of the agents (users, user roles and user groups) used. The second sub-chapter summarises the access controls for agents to entities (entity/agent) and for agents to functions.

#### 4.1.1 Agents (Users, User Groups and User Roles)

The following tables show the metadata of the agents (Users, User Groups and User Roles).

##### 4.1.1.1 Users

Following users need to be created or will be created during the test execution:

<b>M163</b>	<b>M167</b>	<b>M189</b>	<b>M171</b>	<b>M166</b>	<b>M165</b>	<b>M169</b>	<b>M170</b>
Identity.system_identifier	Description.title	Description.email.address	Relation.entity_agent	Relation.has_role	Relation.is_member_of	Use.administrator	Use.inactive
<U01>	CA_username			<R01>		YES	NO
<U02>	MA_username			<R02>		NO	NO
<U03>	PM_username			<R03>		NO	NO

#### 4.1.1.2 User Roles

Following roles need to be created or will be created during the test execution:

<b>M163</b> Identity.system_identifier	<b>M167</b> Description.title	<b>M168</b> Relation.has_user	<b>M171</b> Relation.entity_agent	<b>Comment:</b>
<R01>	CentralAdministrator	<U01>		No comment.
<R02>	Management	<U02>		No comment.
<R03>	ProductManagement	<U03>		No comment.

#### 4.1.1.3 User Groups

The values to be used for testing are arbitrary.

### 4.1.2 Access Controls

The following tables show the Entity/Agent relation and the access of agents to functions.

#### 4.1.2.1 Entity/Agents

Following Entity/Agents describe which agent has no access to an entity of the classification scheme.

<b>M175</b> Identity.system_identifier	<b>M177</b> Relation.applies_to_agent	<b>M176</b> Relation.applies_to_entity	<b>M180</b> Use.rights.permission	<b>M181</b> Use.rights.end_date	<b>M179</b> Use.rights.start_date
<EA01>	<R03>	<CS07/002>	NO		
<EA02>	<R03>	<CS07/003>	NO		

#### 4.1.2.2 Access Permissions of User Roles to Functions

Following roles have access to the ERMS' functions:

Function	<R01> CentralAdministrator	<R02> Management
Add new classes	X	X
Create new files	X	X
Change file metadata	X	X
Maintain classification scheme and files	X	X
Delete files	X	X
Capture records	X	X
Relocate a record to a different file	X	X
Search for and read records	X	X
Change content of records		
Change record metadata	X	X
Delete records	X	X
Place and remove disposal holds	X	X
Retention and disposition schedule and disposition transactions	X	X
Export and import files and records	X	X
View audit trails	X	X
Configure and manage audit trail	X	



Function	<R01> CentralAdministrator	<R02> Management
Change audit trail data		
Move audit trail data to off-line storage media	X	X
Perform all transactions related to users and their access privileges	X	X
Allocate access controls to local administrator	X	
Allocate own access controls also to other users	X	X
Maintain database and storage	X	
Maintain other system parameters	X	
Define and view other system reports	X	

## 4.2 Classification Scheme(s)

This section includes all classification scheme(s) which are used within the test cases of the corresponding test module. First of all you will find the metadata for the classification scheme itself.

The next chapter(s) describe(s) the metadata of the aggregations and records defined in the classification scheme(s).

*Please note that:*

- *it is possible that more than one classification scheme is defined. Therefore the fully-qualified classification code contains a prefix that uniquely identifies an entity across different classification schemes. Example: A class has the fully-qualified classification code <CS01/001>. This means that prefix CS01 indicates the classification scheme as specified above (M044)*
- *we only take metadata into account which are needed for testing. A full approach is not intended here.*

M044	M045	M046
Identity.system_identifier	Description.title	Description.abstract.description
<CS01>	TestClassificationScheme1	
<CS02>	TestClassificationScheme2	
<CS03>	TestClassificationScheme3	
<CS04>	TestClassificationScheme4	
<CS05>	TestClassificationScheme5	
<CS06>	TestClassificationScheme6	
<CS07>	TestClassificationScheme7	
<CS08>	TestClassificationScheme8	

#### 4.2.1 TestClassificationScheme1 – metadata of aggregations and records

M012	M011	Type	M003	M158	M159	M051	M139	M156	M157
Description. classification. Fully-qualified_classification_code	Description. Classification. Classification_code		Description. Title	Description. Classification. new_fully-qualified_classification_code	Event_history. date. relocated	Event_history. date. closed	Relation. agent. destroy_or_transfer_or_relocate	Event_history. date.relocated	Description. Classification. new_fully-qualified_classification_code
<CS01/001>	001	Class	Corporate Direction						
<CS01/001/001>	001	Class	Strategy						
<CS01/001/001/001>	001	File	Strategic Planning						
<CS01/001/001/001/001>	001	Sub-File	Business Units						
	002	Class	Corporate Strategy	<CS01/001/002>	<date>				
	001	File	Strategic Planning	<CS01/001/002/001>	<date>				
<CS01/002>	002	Class	Planning & Reporting						
<CS01/002/001>	001	[Class]	[Corporate Strategy]				<U01>	<date>	<CS01/001/002>
<CS01/002/001/001>	001	[File]	[Strategic Planning]				<U01>	<date>	<CS01/001/002/001>
<CS01/003>	003	Class	Management						
<CS01/003/001>	001	Class	Business						
	001	File	Business Unit A	<CS01/003/001/001>	<date>				
	002	File	Business Unit B	<CS01/003/001/002>	<date>				
<CS01/003/002>	002	Class	Market			<date>			
<CS01/003/002/001>	001	[File]	[Business Unit A]				<U01>	<date>	<CS01/003/001/001>
<CS01/003/002/002>	001	[File]	[Business Unit B]				<U01>	<date>	<CS01/003/001/002>



M012	M011	Type	M003	M158	M159	M051	M139	M156	M157
Description. classification. Fully-qualified_ classification_code	Description. Classifi- cation. Classifi- cation_code		Description. Title	Description. Classification. new_fully-qualified_ _classification_ code	Event_ history. date. relocated	Event_ history. date. closed	Relation. agent. destroy_or_ transfer_or_ relocate	Event_history. date.relocated	Description. Classification. new_fully-qualified_ _classification_code
<CS01/004>	004	Class	Marketing						
<CS01/004/001>	001	Class	Marketing Management						
<CS01/004/001/001>	001	File	Customer Behaviour						
<CS01/004/001/001 /001>	001	Record	Study1						
<CS01/004/001/001 /002>	001	Record	Study2						
<CS01/004/001/001 /003>	001	[Record]	[Study3]				<U01>	<date>	<CS01/004/002 /001/001>
<CS01/004/001/001 /004>	001	[Record]	[Study4]				<U01>	<date>	<CS01/004/002 /001/002>
	001	Class	Marketing Management 2	<CS01/004/002 >	<date>				
	001	File	Customer Behaviour	<CS01/004/002 /001>	<date>				
	001	Record	Study3	<CS01/004/002 /001/001>	<date>				
	001	Record	Study4	<CS01/004/002 /001/002>	<date>				
<CS01/005>	005	Class	Management						
<CS01/005/001>	001	Class	Annual Reporting						
<CS01/006>	006	Class	Planning and Reporting						
<CS01/006/001>	001	Class	Annual Reporting						

#### 4.2.2 TestClassificationScheme2 – metadata of aggregations and records

M012	M011	Type	M003	M158	M159	M051	M139	M156	M157
Description. classification. Fully-qualified_ classification_code	Description. Classifi- cation. Classifi- cation_code		Description. Title	Description. Classification. new_fully-qualified _classification_cod e	Event_ history. date. relocated	Event_ history. date. closed	Relation. agent. destroy_or_ transfer_or_ relocate	Event_history. date.relocated	Description. Classification. new_fully-qualified _classification_code
<CS02/001>	001	Class	Corporate Direction						
<CS02/001/001>	001	[Class]	[Strategy]		<date>		<U01>	<date>	<CS01/003/001>
<CS02/001/001/001>	001	[File]	[Strategic Planning]		<date>		<U01>	<date>	<CS01/003/001 /001>
<CS02/001/001/001 /001>	001	[Volume]	[Business Units]		<date>		<U01>	<date>	<CS01/003/001/001/ 001>
<CS02/001/001/001 /001/001>	001	[Sub-File]	[BU1]		<date>		<U01>	<date>	<CS01/003/001 /001/001/001>
<CS02/001/001/001 /001/001/001>	001	[Record]	[Business plan]		<date>		<U01>	<date>	<CS01/003/001/001/ 001/001/001>
<CS02/002>	002	Class	Planning & Reporting						
<CS02/002/001>	001	Class	Corporate Strategy						
<CS02/002/001/001>	001	File	Strategic Planning						
<CS02/002/001/001/001>	001	Sub-file	Year2008						
<CS02/002/001/001/001/0 01>	001	Volume	Quarter 1						
<CS02/002/001/001/001/0 01/001>	001	Record	ProductA						
<CS02/003>	003	Class	Management						
	001	Class	Strategy	<CS01/003/001>	<date>				
	001	File	Strategic Planning	<CS01/003/001 /001>	<date>				
	001	Volume	Business Units	<CS01/003/001/00 1/001>	<date>				







<b>M012</b>	<b>M011</b>		<b>M003</b>	<b>M158</b>	<b>M159</b>	<b>M051</b>	<b>M139</b>	<b>M156</b>	<b>M157</b>
Description. classification. Fully-qualified_ classification_code	Description. Classifi- cation. Classifi- cation_code	Type	Description. Title	Description. Classification. new_fully-qualified _classification_cod e	Event_ history. date. relocated	Event_ history. date. closed	Relation. agent. destroy_or_ transfer_or_ relocate	Event_history. date.relocated	Description. Classification. new_fully-qualified _classification_code
<CS02/007>	007	Class	Marketing Management						
<CS02/007/001>	001	File	Customer Behaviour						
<CS02/008>	008	Class	Management						
<CS02/008/001>	001	Class	Annual Reporting						
<CS02/009>	009	Class	Planning and Reporting						
<CS02/009/001>	001	File	Reports						

### 4.2.3 TestClassificationScheme3 – metadata of aggregations and records

M012	M011	Type	M003	M158	M159	M051	M139	M156	M157
Description. classification. Fully-qualified_ classification_code	Description. Classifi- cation. Classifi- cation_code		Description. Title	Description. Classification. new_fully- qualified_ classification_ code	Event_ history. date. relocated	Event_ history. date. closed	Relation. agent. destroy_or_ transfer_or_ relocate	Event_history. date.relocated	Description. Classification. new_fully-qualified_ classification_code
<CS03/001>	001	Class	Corporate Direction						
<CS03/001/001>	001	[Class]	[Business Continuity]		<date>		<U01>	<date>	<CS01/002/001>
<CS03/001/001/001>	001	[Class]	[Strategy]		<date>		<U01>	<date>	<CS01/002/001/0 01>
<CS03/001/001/001 /001>	001	[File]	[Strategic Planning]		<date>		<U01>	<date>	<CS01/002/001/0 01 /001>
<CS03/001/001/001 /001/001>	001	[Volume]	[Business Units]		<date>		<U01>	<date>	<CS01/002/001/0 01/001/001>
<CS03/001/001/001 /001/001/001>	001	[Sub-File]	[BU1]		<date>		<U01>	<date>	<CS01/002/001/0 01 /001/001/001>
<CS03/001/001/001 /001/001/001/001>	001	[Record]	[Business plan]		<date>		<U01>	<date>	<CS01/002/001/0 01/001/001/001/0 01>
<CS03/001/002>	002	[Class]	[Planning & Reporting]		<date>		<U01>	<date>	<CS01/002/002>
<CS03/001/002/001>	001	[Record]	[Report]		<date>		<U01>	<date>	<CS01/002/002/0 01>
<CS03/001/003>	003	[Class]	[Corporate Strategy]		<date>		<U01>	<date>	<CS01/002/003>
<CS03/001/003/001>	001	[File]	[Strategic Planning]		<date>		<U01>	<date>	<CS01/002/003/0 01>
<CS03/002>	002	Class	Business						
	001	Class	Business Continuity	<CS01/002/00 1>	<date>				

<b>M012</b>	<b>M011</b>		<b>M003</b>	<b>M158</b>	<b>M159</b>	<b>M051</b>	<b>M139</b>	<b>M156</b>	<b>M157</b>
Description. classification. Fully-qualified_ classification_code	Description. Classifi- cation. Classifi- cation_code	Type	Description. Title	Description. Classification. new_fully- qualified_ classification_ code	Event_ history. date. relocated	Event_ history. date. closed	Relation. agent. destroy_or_ transfer_or_ relocate	Event_history. date.relocated	Description. Classification. new_fully-qualified_ classification_code
	001	Class	Strategy	<CS01/002/001/001>	<date>				
	001	File	Strategic Planning	<CS01/002/001/001/001>	<date>				
	001	Volume	Business Units	<CS01/002/001/001/001/001>	<date>				
	001	Sub-File	BU1	<CS01/002/001/001/001/001/001>	<date>				
	001	Record	Business plan	<CS01/002/001/001/001/001/001/001>	<date>				
	002	Class	Planning & Reporting	<CS01/002/002>	<date>				
	001	Record	Report	<CS01/002/002/001>	<date>				
	003	Class	Corporate Strategy	<CS01/002/003>	<date>				
	001	File	Strategic Planning	<CS01/002/003/001>	<date>				
<CS03/003>	003	Class	Management						
<CS03/003/001>	001	Class	Business Continuity						
<CS03/003/001/001>	001	Class	Strategy						
<CS03/003/001/001/001>	001	File	Strategic Planning						
<CS03/003/001/001/001/001>	001	Volume	Business Units						
<CS03/003/001/001/001/001/001>	001	Sub-File	BU1						

<b>M012</b>	<b>M011</b>		<b>M003</b>	<b>M158</b>	<b>M159</b>	<b>M051</b>	<b>M139</b>	<b>M156</b>	<b>M157</b>
Description. classification. Fully-qualified_ classification_code	Description. Classifi- cation. Classifi- cation_code	Type	Description. Title	Description. Classification. new_fully- qualified_ _classification_ code	Event_ history. date. relocated	Event_ history. date. closed	Relation. agent. destroy_or_ transfer_or_ relocate	Event_history. date.relocated	Description. Classification. new_fully-qualified_ _classification_code
<CS03/003/001/001/001/001/001/001>	001	Record	Business plan						
<CS03/003/002>	002	Class	Planning & Reporting						
<CS03/003/002/001>	001	Record	Report						
<CS03/003/003>	003	Class	Corporate Strategy						
<CS03/003/003/001>	001	File	Strategic Planning						

#### 4.2.4 TestClassificationScheme4 – metadata of aggregations and records

M012	M011	Type	M003	M158	M159	M051	M139	M156	M157	M149
Description. classification. Fully-qualified_ classification_code	Description. n. Classification. Classification_co de		Description. Title	Description. Classification. new_ fully-qualified_ _classification _code	Event_ history. date. relocate d	Event_ history. date. closed	Relation. agent. destroy_ or_ transfer_ or_ relocate	Even_ history. date. relocate d	Description. Classification. new_fully-qualified_ _classification_ code	Relation.previous_fully_ Qualified_classification_ code
<CS04/001>	001	Class	Corporate Direction							
<CS04/001/001>	001	[Class]	[Strategy]		<date>		<U01>	<date>	<CS01/003/001>	
<CS04/001/001/001>	001	[File]	[Strategic Planning]		<date>		<U01>	<date>	<CS01/003/001 /001>	
<CS04/001/001/001/001>	001	[Volume]	[Business Units]		<date>		<U01>	<date>	<CS01/003/001/001/001>	
<CS04/001/001/001/001/001>	001	[Sub-File]	[BU1]		<date>		<U01>	<date>	<CS01/003/001/001/001/001>	
<CS04/001/001/001/001/001/001>	001	[Record]	[Business plan]		<date>		<U01>	<date>	<CS01/003/001/001/001/001/001>	
<CS04/002>	002	Class	Planning & Reporting							
<CS04/002/001>	001	[Class]	[Corporate Strategy]							
<CS04/002/001/001>	001	[File]	[Strategic Planning]			<date>				
<CS04/002/001/001/001>	001	[Sub-file]	[Year2008]							
<CS04/002/001/001/001/001>	001	[Volume]	[Quarter 1]							
<CS04/002/001/001/001/001/001>	001	[Record]	[ProductA]							
<CS04/003>	003	Class	Managem ent							
	001	Class	Corporate Strategy	<CS01/003 /001>	<date>					

M012	M011	Type	M003	M158	M159	M051	M139	M156	M157	M149
Description. classification. Fully-qualified_ classification_code	Description. n. Classification. Classification_code		Description. Title	Description. Classification. new_ fully-qualified_ _classification _code	Event_ history. date. relocate d	Event_ history. date. closed	Relation. agent. destroy_ or_ transfer _or_ relocate	Even_ history. date. relocate d	Description. Classification. new_fully-qualified_ _classification_ code	Relation.previous_fully_ Qualified_classification_ code
	001	File	Strategic Planning	<CS01/003 /001/001>	<date>	<date>				
	001	Sub-file	Year2008	<CS01/003/0 01/001/001>	<date>					
	001	Volume	Quarter 1	<CS01/003/0 01/001/001 /001>	<date>					
	001	Record	ProductA	<CS01/003/0 01/001/001/0 01/001>	<date>					
<CS04/004>	001	Class	Business							
<CS04/004/001>	001	Class	Strategy							<CS01/001/001>
<CS04/004/001 /001>	001	File	Strategic Planning							<CS01/001/001/001>
<CS04/004/001/00 1/001>	001	Volume	Business Units							<CS01/001/001/001 /001>
<CS04/004/001 /001/001/001>	001	Sub-File	BU1							<CS01/001/001/001 /001/001>
<CS04/004/001/00 1/001/001/001>	001	Record	Business plan							<CS01/001/001/001 /001/001/001>
<CS04/005>	005	Class	Markets							
<CS04/005/001>	001	Class	Market A							
<CS04/005/001/00 1>	001	File	Business unit A							
<CS04/005/001/00 1/001>	001	Sub-File	Turnover Q1							

#### 4.2.5 TestClassificationScheme5 – metadata of aggregations and records

M012	M011	Type	M003	M158	M159	M019	M139	M156	M021
Description. classification. Fully-qualified_ classification_code	Description. Classifi- cation. Classifi- cation_code		Description. Title	Description. Classification. new_fully- qualified_ classification_ code	Event_ history. date. relocated	Use. status. active	Relation. agent. destroy_or_ transfer_or_ relocate	Event_history. date.relocated	Event_history. abstract. reclassification_ reason
<CS05/001>	001	Class	Corporate Direction						
<CS05/001/001>	001	Class	Strategy						
<CS05/001/001/001>	001	File	Strategic Planning						
<CS05/001/001/001 /001>	001	Sub-File	Business Units						
	002	Class	Corporate Strategy	<CS05/001/00 2>	<date>				
	001	File	Strategic Planning	<CS05/001/00 2 /001>	<date>				
	002	Record	Plan	CS05/001/002 /002>	<date>				
<CS05/002>	002	Class	Planning & Reporting						
<CS05/002/001>	001	[Class]	[ Corporate Strategy]				<U01>	<date>	
<CS05/002/001/001>	001	[File]	[Strategic Planning]				<U01>	<date>	
<CS05/002/001/002>	002	[Record]	[Plan]				<U01>	<date>	
<CS05/003>	003	Class	Management						
<CS05/003/001>	001	Class	Corporate Strategy						
<CS05/003/001/001>	001	File	Strategic Planning						
<CS05/003/001/001/00 1>	001	Record	Plan						



M012	M011	Type	M003	M158	M159	M019	M139	M156	M021
Description. classification. Fully-qualified_ classification_code	Description. Classifi- cation. Classifi- cation_code		Description. Title	Description. Classification. new_fully- qualified_ _classification_ code	Event_ history. date. relocated	Use. status. active	Relation. agent. destroy_or_ transfer_or_ relocate	Event_history. date.relocated	Event_history. abstract. reclassification_ reason
<CS05/004>	004	Class	Marketing						
<CS05/004/001>	001	[Class]	[Markets]				<U01>	<date>	Testing purposes
<CS05/004/001/001>	001	[File]	[Business Unit A]				<U01>	<date>	Testing purposes
<CS05/005>	005	Class	Marketing Management						
<CS05/005/001>	001	Class	Markets						
<CS05/005/001/001>	001	File	Business Unit A						
<CS05/006>	006	Class	Reporting						
	001	Class	Markets	<CS05/006/00 1>	<date>				
	001	File	Business Unit A	<CS05/006/00 1>	<date>				
<CS05/007>	004	Class	Marketing			NO			
<CS05/008>	001	Class	Marketing Management						
<CS05/008/001>	001	File	Customer Behaviour			NO			
<CS05/008/001/001>	001	Record	Study1						
<CS05/008/001/002>	002	Record	Study2						
<CS05/009>	001	[Class]	[Annual Reporting]						
<CS05/010>	001	Class	Accounting						
<CS05/010/001	006	File	Quartal1						

M012	M011	Type	M003	M158	M159	M019	M139	M156	M021
Description. classification. Fully-qualified_ classification_code	Description. Classification. Classification. Classification_code		Description. Title	Description. Classification. new_fully- qualified_ classification_ code	Event_ history. date. relocated	Use. status. active	Relation. agent. destroy_or_ transfer_or_ relocate	Event_history. date.relocated	Event_history. abstract. reclassification_ reason
<CS05/010/001/001>	001	Record	Report						

#### 4.2.6 TestClassificationScheme6 – metadata of aggregations and records

M012	M011	Type	M003	M051	M022	M058	M062	M059	M004	M089
Description. classification. Fully-qualified_ classification_code	Descript ion. Classifi cation. Classifi cation_ code		Description. Title	Event_ history. date. closed	Event_plan. volume. cut-off	Event_ plan. volume. event_trigger	Event_ plan. volume. period	Event_ plan. volume. capacity	Description. abstract. keyword	Event_history. abstract. keyword_ change_reaso n
<CS06/001>	001	Class	Corporate Direction							
<CS06/001/001>	001	Class	Strategy							
<CS06/001/001/001>	001	File	Strategic Planning							
<CS06/001/001/001 /001>	001	Sub-File	Business Units							
<CS06/001/001/001 /001/001>	001	Volume	BUA	<date>	<date>					
<CS06/002>	002	Class	Planning & Reporting							
<CS06/002/001>	001	Class	Corporate Strategy							
<CS06/002/001/001>	001	File	Strategic Planning							
<CS06/002/001/001/001>	001	Volume	Plan	<date>		After a record is added	<period of time>			
<CS06/002/001/001/001/0 01>	001	Record	EMEA							

M012	M011	Type	M003	M051	M022	M058	M062	M059	M004	M089
Description. classification. Fully-qualified_ classification_code	Descript ion. Classifi cation. Classifi cation_ code		Description. Title	Event_ history. date. closed	Event_plan. volume. cut-off	Event_ plan. volume. event_trigger	Event_ plan. volume. period	Event_ plan. volume. capacity	Description. abstract. keyword	Event_history. abstract. keyword_ change_reaso n
<CS06/003>	003	Class	Management							
<CS06/003/001>	001	File	Marketing Management							
<CS06/003/001/001>	001	Volume	Customer Behaviour	<date>				<Three>		
<CS06/003/001/001/001>	001	Record	Study1							
<CS06/003/001/001/002>	002	Record	Study2							
<CS06/003/001/001/003>	003	Record	Study3							
<CS06/003/002>	002	File	Business unit A	<date>						
<CS06/004>	004	Class	Annual Reporting							
<CS06/005>	005	Class	Accounting							
<CS06/005/001>	001	File	Quartal1							
<CS06/005/001/001>	001	Record	Report							
<CS06/006>	006	Class	Public relation							
<CS06/006/001>	001	File	Internet							
<CS06/006/001/001>	001	Sub-File	Quartal1							
<CS06/007>	007	Class	Communicatio n							
<CS06/007/001>	001	File	Intranet						Staff Internal Communication	Testing

<b>M012</b>	<b>M011</b>		<b>M003</b>	<b>M051</b>	<b>M022</b>	<b>M058</b>	<b>M062</b>	<b>M059</b>	<b>M004</b>	<b>M089</b>
Description. classification. Fully-qualified_ classification_code	Description. ion. Classifi- cation. Classifi- cation_ code	Type	Description. Title	Event_ history. date. closed	Event_plan. volume. cut-off	Event_ plan. volume. event_trigger	Event_ plan. volume. period	Event_ plan. volume. capacity	Description. abstract. keyword	Event_history. abstract. keyword_ change_reaso- n
<CS06/007/001/001>	001	Volume	Quartal1							

#### 4.2.7 TestClassificationScheme7 – metadata of aggregations and records

<b>M012</b>	<b>M011</b>		<b>M003</b>	<b>M158</b>	<b>M159</b>	<b>M139</b>	<b>M156</b>	<b>M157</b>
Description. classification. Fully-qualified_ classification_code	Description. Classifi- cation. Classifi- cation_ code	Type	Description. Title	Description. Classification. new_ fully-qualified_ classification_ code	Event_ history. date. relocated	Relation. agent. destroy_ or_ transfer_ or_ relocate	Even_ history. date. relocated	Description. Classification. new_fully-qualified_ classification_ code
<CS07/001>	001	Class	Corporate Direction					
<CS07/001/001>	001	[Class]	[Strategy]		<date>	<U01>	<date>	<CS07/003/001>
<CS07/001/001/001>	001	[File]	[Strategic Planning]		<date>	<U01>	<date>	<CS07/003/001/001>
<CS07/001/001/001/001>	001	[Volume]	[Business Units]		<date>	<U01>	<date>	<CS07/003/001/001/001>
<CS07/001/001/001/001/001>	001	[Sub-File]	[BU1]		<date>	<U01>	<date>	<CS07/003/001/001/001/001>
<CS07/001/001/001/001/001/001>	001	[Record]	[Business plan]		<date>	<U01>	<date>	<CS07/003/001/001/001/001/001>
<CS07/002>	002	Class	Planning & Reporting					
<CS07/002/001>	001	[Class]	[Corporate Strategy]					

M012	M011	Type	M003	M158	M159	M139	M156	M157
Description. classification. Fully-qualified_ classification_code	Description. Classifi- cation. Classifi- cation_ code		Description. Title	Description. Classification. new_ fully-qualified _classification_ code	Event_ history. date. relocated	Relation. agent. destroy_ or_ transfer _or_ relocate	Even_ history. date. relocated	Description. Classification. new_fully-qualified _classification_ code
<CS07/002/001/001>	001	[File]	[Strategic Planning]					
<CS07/002/001/001/001>	001	[Sub-file]	[Year2008]					
<CS07/002/001/001/001/001>	001	[Volume]	[Quarter 1]					
<CS07/002/001/001/001/001/001>	001	[Record]	[ProductA]					
<CS07/003>	003	Class	Management					
	001	Class	Corporate Strategy	<CS07/003/001>	<date>			
	001	File	Strategic Planning	<CS07/003/001/001>	<date>			
	001	Sub-file	Year2008	<CS07/003/001/001/001>	<date>			
	001	Volume	Quarter 1	<CS07/003/001/001/001/001>	<date>			
	001	Record	ProductA	<CS07/003/001/001/001/001/001>	<date>			
<CS07/004>	001	Class	Business					
<CS07/004/001>	001	Class	Strategy					
<CS07/004/001/001>	001	File	Strategic Planning					
<CS07/004/001/001/001>	001	Volume	Business Units					
<CS07/004/001/001/001/001>	001	Sub-File	BU1					
<CS07/004/001/001/001/001/001>	001	Record	Business plan					

#### 4.2.8 TestClassificationScheme8 – metadata of aggregations and records

M012	M011	Type	M003	M158	M159	M025	M139	M156	M157
Description. classification. Fully-qualified_classification_code	Description. Classification. Classification_code		Description. Title	Description. Classification. new_fully-qualified_classification_code	Event_history. date. relocated	Relation. r&d_schedule	Relation. agent. destroy_or_transfer_or_relocate	Even_history. date. relocated	Description. Classification. new_fully-qualified_classification_code
<CS08/001>	001	Class	Corporate Direction			<RDS01>			
<CS08/001/001>	001	[Class]	[Strategy]		<date>	<RDS01>	<U01>	<date>	<CS08/003/001>
<CS08/001/001/001>	001	[File]	[Strategic Planning]		<date>	<RDS01>	<U01>	<date>	<CS08/003/001/001>
<CS08/001/001/001/001>	001	[Volume]	[Business Units]		<date>	<RDS01>	<U01>	<date>	<CS08/003/001/001/001>
<CS08/001/001/001/001/001>	001	[Sub-File]	[BU1]		<date>	<RDS01>	<U01>	<date>	<CS08/003/001/001/001/001>
<CS08/001/001/001/001/001/001>	001	[Record]	[Business plan]		<date>	<RDS01>	<U01>	<date>	<CS08/003/001/001/001/001/001>
<CS08/002>	002	Class	Planning & Reporting			<RDS01>			
<CS08/002/001>	001	[Class]	[Corporate Strategy]			<RDS01>			
<CS08/002/001/001>	001	[File]	[Strategic Planning]			<RDS01>			
<CS08/002/001/001/001>	001	[Sub-file]	[Year2008]			<RDS01>			
<CS08/002/001/001/001/001>	001	[Volume]	[Quarter 1]			<RDS01>			
<CS08/002/001/001/001/001/001>	001	[Record]	[ProductA]			<RDS01>			
<CS08/003>	003	Class	Management			<RDS02>			

M012	M011	Type	M003	M158	M159	M025	M139	M156	M157
Description. classification. Fully-qualified_ classification_code	Descripti on. Classifi cation. Classifi cation_ code		Description. Title	Description. Classification. new_ fully-qualified _classification_ code	Event_ history. date. relocated	Relation. r&d_ schedule	Relation. agent. destroy_ or_ transfer _or_ relocate	Even_ history. date. relocated	Description. Classification. new_fully-qualified _classification_ code
	001	Class	Corporate Strategy	<CS08/003/001>	<date>				
	001	File	Strategic Planning	<CS08/003/001/001>	<date>				
	001	Sub-file	Year2008	<CS08/003/001/001 /001>	<date>				
	001	Volume	Quarter 1	<CS08/003/001/001 /001/001>	<date>				
	001	Record	ProductA	<CS08/003/001/001 /001/001/001>	<date>				
<CS08/004>	001	Class	Business			<RDS02 >			
<CS08/004/001>	001	Class	Strategy						
<CS08/004/001 /001>	001	File	Strategic Planning						
<CS08/004/001/001/00 1>	001	Volume	Business Units						
<CS08/004/001 /001/001/001>	001	Sub-File	BU1						
<CS08/004/001/001/00 1/001/001>	001	Record	Business plan						

### 4.3 Record Types

The values to be used for testing are arbitrary.

## 4.4 Retention and Disposition Schedules

The following table lists the metadata of the used retention and disposition schedules.

<b>M008</b> Identity.system_identifier.r etention_and_disposition_ schedule	<b>M024</b> Description.title*	<b>M014</b> Event_plan.event_type. disposition_action	<b>M013</b> Event_plan.period*	<b>M052</b> Event_plan.event_ trigger	<b>M133</b> Use.status.inheritance	<b>M015</b> Reason	<b>M030</b> Description. Mandate*
<RDS01>	RDS_a01	Retain indefinitely	Indefinite	No		Test	Testing Regime
<RDS02>	RDS_a02	Transfer to another repository	2 years	After the entity is opened		Test	Testing Regime

\* Optional

## 4.5 Used Content of Captured Records

The values to be used for testing are arbitrary.