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# **M2.3b Guidelines for creating a new Content Information Type Specification**

**E-ARK3  
REPORT**



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## Cover Sheet

### Document Status:

| Status |
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| Draft  |

### Document Approver(s)

| Name                                      | Role                    |
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### Document Reviewer(s)

| Name                            | Role   |
|---------------------------------|--|
| DILCIS Board                    | Owner of the procedure                           |
| eArchiving Building Block users | eArchiving Building Block specification creators |

### Summary of Changes:

| Version | Date       | Created by                             | Short Description of Changes       |
|---------|------------|--|------------------------------------|
| V0.1    | 2019-05-02 | Karin Bredenberg                       | First version created              |
| V0.2    | 2019-05-14 | Jaime Kaminski,<br>Miguel Ferreira     | Updates in the text                |
| V0.3    | 2019-05-20 | Jaime Kaminski                         | Finalisation of draft              |
| V1.0    | 2019-05-31 | Karin Bredenberg                       | Release of version 1.0             |
| V1.1    | 2020-06-03 | Karin Bredenberg<br>and Jaime Kaminski | Update towards version 2.0         |
| V1.1    | 2020-09-01 | Karin Bredenberg<br>and Jaime Kaminski | Draft released for public comments |
| V1.2    | 2021-02-01 | Karin Bredenberg<br>and Jaime Kaminski | Update towards version 2.0         |
| V2.0    | 2021-08-31 | Karin Bredenberg<br>and Jaime Kaminski | Version 2.0 published              |

### Glossaries of terms

E-ARK vocabs: <http://evoc.dlmforum.eu/E-ARK/group/5568370c3448e76821b3942f/list>  
CEF Glossary <https://ec.europa.eu/cefdigital/wiki/display/CEFDIGITAL/CEF+Glossary>

## **M2.3b Guidelines for creating a new Content Information Type Specification**

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# Guidelines for creating a new Content Information Type Specification (CITS) (version 2.0)

## Summary

This guide describes the process of creating a new Content Information Type Specification (CITS). This type of specification is explained further on the DILCIS Board website (<https://dilcis.eu/content-types>).

## Before creation or endorsement

The creation of a CITS, or endorsement of a specification to a CITS, is driven by a need for that particular CITS from the user community. A user group can propose and explain the need for a new CITS by e-mailing the DILCIS Board at [info@dilcis.eu](mailto:info@dilcis.eu) or by sending a request to the eArchiving Building Block Service Desk (<https://ec.europa.eu/cefdigital/tracker/plugins/servlet/desk>). The request needs to contain:

- An overview of the proposed CITS,
- Information about why the proposed CITS is required,
- The use case scenario(s) for the CITS,
- Information about who will develop the CITS, and
- A timeline for its development.

A simple CITS request form can be found in Appendix 1 of this document. The DILCIS Board will evaluate the request.

## Endorsement

In some instances, specifications that are already in use will be endorsed as CITS. In these cases, a short CITS will be created that references the original specification. A description of how the information is placed in the package will be described in the CITS. Endorsements are described in a separate procedure document.

## Creation

The user group requesting the CITS is required to participate in the CITS development work because they will be experts on that specific information type. A member of the DILCIS Board will assist with the creation of the description of how the CITS is placed in an information package following the Common Specification for Information Packages (CSIP) and the E-ARK profiles for SIP/AIP/DIP. The CITS document will be placed in a GitHub repository, and schemas will be placed either in the GitHub repository or in its original location.

During the creation, a version number for the specification itself and a reference value in CSIP will be assigned to the specification following the description in the “M2.3d Guidelines for revision of Common Specifications and Content Information Type Specifications”.

## Deliverables

The CITS creation process requires the delivery of the following documents to the DILCIS Board:

- The CITS document,
- An information type description (this might be a reference to a published description),
- An XML schema or a link to the XML schema describing the content information type,
- Examples showing the specification in use, more than one example is needed.

## Review

The CITS will be subject to an open review following guidelines from the DILCIS Board (a separate procedure is available for the open review process). After review, comments need to be incorporated as appropriate before the CITS can officially be published on the DILCIS Board webpage, GitHub site and eArchiving Building Block website. There may be some instances when a review will not be performed. The decision will be made on a case by case basis for each CITS specification creation process.

## Publication

The CITS will be published and announced through the set-up channels, including the DILCIS Board website, mailing lists, webpages, Twitter and LinkedIn.

## Revision

After publication, the CITS will be placed into the Release Management plan, where it will follow a revision cycle described in the Guideline for Revisions. If the CITS is created through endorsements, the specification will follow its internal revision schedule.

The revision cycle consists of the following elements:

- **Minor changes:** The specification will be updated and released at the next available release point.
- **Major changes:** The specification requires major changes before deployment (the DILCIS Board will determine the release date according to the amount of revision required).
- **Obsolescence:** Appropriate steps for maintaining access to the current version of the specification will be undertaken, but the support of the specification will cease.

During a major or minor revision, the version number for the specification itself and the assigned reference value in CSIP will be updated following the description in the “M2.3d Guidelines for revision of Common Specifications and Content Information Type Specifications”.

## Appendix 1: eArchiving CITS creation request form

| <b>eArchiving CITS creation request form</b>  |  |
|---|--|
| <b>Name</b><br>Name of contact for the submission   |  |
| <b>e-mail</b><br>e-mail of contact  |  |
| <b>Organisation</b><br>Name the organisation responsible for the submission   |  |
| <b>User group/community represented</b><br>Describe the user group/community that the proposed CITS is intended for   |  |
| <b>Name of the proposed CITS</b>  |  |
| <b>Description of the proposed CITS</b><br>Describe the purpose of the proposed CITS and its general functionality  |  |
| <b>Why is the proposed CITS required?</b><br>Describe why the user community would benefit from the creation of this CITS   |  |
| <b>Provide a use case scenario(s) for the CITS</b><br>Describe where the CITS would be used. For example, 'the CITS will be used for transfer between systems', or 'the CITS will be used for transfer to an archive' |  |
| <b>Who will develop the CITS?</b><br>Describe the team that will develop the CITS   |  |
| <b>Sustainability</b><br>Describe how the work on the CITS will be resourced and supported financially  |  |
| <b>How long will it take to develop the CITS?</b><br>Give an estimated time for the development of the CITS   |  |