

**GOALS:** Develop a minimum metadata standard for California. High level requirements for spatial metadata documentation will be addressed by this standard. Programs, Departments, and Agency level endeavors will have the ability to add to or enhance entries into metadata, but the minimum standard for the State must be met by all. The purpose of the metadata work group is to help define these minimum requirements for California geospatial data.

*Define a minimum metadata standard for the State of California, for newly created geospatial data as of (XX-XX-XX), which adheres to the FGDC metadata guidelines.*

*Bring State of California legacy geospatial content to the State of California metadata standard by (xx-xx-xx).*

*The State of California will require all contractor derived and developed geospatial data to adhere to the State of California's FGDC minimum metadata standard upon submission to the receiving agency or department*

**ISSUES:**

Costs?

Grandfather\Conversion – what is the preferred process?

Training – who will offer training?

What are the minimum standards for CA Metadata?

What process is in place for metadata development?

**BENEFITS:**

Metadata serves numerous important purposes such as data browsing, data transfer, and data documentation. Here are some additional benefits to think about

Metadata helps users answer questions about the data.

Metadata helps publicize and support the data you or your organizations have produced.

Metadata supports the creation of a data inventory. Documenting data and its availability provides agencies with the means to measure production.

Metadata that conform to the FGDC standard are the basic product of the National Geospatial Data Clearinghouse, a distributed online catalog of digital spatial data. This clearinghouse will allow people to understand diverse data products by describing them in a way that emphasizes aspects that are common among them.

Reduction in staff time for searching for data

Historic record

Reduction in redundancy

Authoritative content

Metadata may be considered insurance. Having metadata available insures that potential data users can make an informed decision about the appropriate use of a data set.

Metadata is a key component of data lineage. It provides basic information about the source and derivation of a data set.

**MINIMUMS:**

1. a brief description of the data (Abstract and Purpose)
2. definitions of the attributes and the attribute values
3. time period covered by the data
4. restrictions to access and/or use of the data (as determined by the contributor)
5. contact information for the organization(s) or individual(s) that developed the data
6. keywords that will enable users to search/find the data

**MINIMUMS DETAIL:**

**Abstract:** Briefly describe what the data set is about (who, what, where, when). Include any limitations of the dataset, assumptions made, and if there is anything special that the user of these data should be aware of.

**Purpose:** Briefly describe why the data set was created.

**Date:** The date or range of dates when the data were gathered, or the date the photos, maps or other items at the core of the data set, were created.

**Point of Contact:** Contact information for an individual or organization that is knowledgeable about the data set. Include:

**Person's Name:** Complete first and last name

**Organization's Name:** Program, administrative unit, and agency, company, or group name

**Telephone Number:** Including Area Code

**E-Mail address:**

**Field Definitions:** List and define each field used in your shapefile, database, or spreadsheet.

**Abbreviation Definitions:** For any field that contains numeric or alphabetic codes (e.g., SAC = Sacramento County), list each code/abbreviation and provide an unabbreviated definition.

**Access Constraints:** Is there a need to limit who has access to see or read this dataset? If so, specify. If not, put “None”.

**Use Constraints:** Is there a need to limit the use of this dataset to certain people or to specific tasks? If so, specify, If not, put “None”. Also include how the data should be cited, if you want something specific.

**Data Distribution:** Can your data be distributed? If yes, to who?

**Progress:** Complete **or** Incomplete.

**Update Frequency:** Possible values are: **Continually, Daily, Weekly, Monthly, Annually, Unknown, As Needed, Irregular, None Planned,** or .....

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If you are providing a GIS file (shapefile, etc), these next 2 items are often defined as part of that file, but you'll need to make sure.

**Projection:** What is the Projected Coordinate System name?

**California Teale Albers (*preferred*)**

**Latitude/Longitude**

**State Plane**

## UTM

**Datum (or Geographic Coordinate System):** Which Datum is the projection in?

NAD83 (GCS\_North\_American\_1983) (*preferred*)

NAD27 (GCS\_North\_American\_1927)

WGS84 (WGS\_1984)

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**Keywords (optional):** Words or short phrases summarizing an aspect of the data set, used to allow people to find your dataset with quick keyword searches.

**Theme** Subjects covered by the data set.

**Place** Geographic locations characterized by the data set.