

 <p><b>DCHC</b> Metropolitan Planning Organization Planning Tomorrow Today</p>	<p><b>DCHC MPO</b> <b>GIS/Database/Web</b></p>	<p><b>Date: 11/21/2013</b> <b>Date Last Updated:</b> <b>12/06/2013</b></p>
<p><b>Objective: Documenting Basic Metadata Elements</b>  <b>Inputs: Shapefile(s), geodatabases, rasters and any other spatial data metadata information</b>  <b>Outputs: Metadata file (FGDC xml) format</b>  <b>Comment: This standard documents the minimum metadata elements required to be collected by DCHC MPO in case FGDC standard metadata elements can not be collected.</b></p>		<p><b>Standard of Procedure</b> <b>Number: 2</b></p>

Basic Metadata elements

- i) Originator: Source of the data
- ii) Title: Data layer name
- iii) Abstract: Summary of the data layer
- iv) Purpose: Why it is produced, what it is used for
- v) Time period of content: When it was collected
- vi) Status: whether data is draft or final version
- vii) Spatial domain (description or coordinates): Spatial data coverage extent
- viii) Keywords or tag: used to find data by searching
- ix) Access and use constraints: Use and access limitations
- x) Contact person or organization: Who compiled the data
  - (1) Name:
  - (2) Phone number
  - (3) E-mail address
- xi) Data quality: Document the accuracy of the data
  - (1) Attribute accuracy
  - (2) Positional accuracy
- xii) Spatial data organization: Spatial data type of the data
  - (1) Spatial reference method (e.g., point, vector, raster)
  - (2) Topology level
- xiii) Spatial reference information: Spatial reference of the data
  - (1) Projection and/or coordinate system
  - (2) Zone
  - (3) Distance units
  - (4) Datum
- xiv) Attribute table : Attribute descriptions of the data
  - (1) Item names
  - (2) Item widths
  - (3) Item output widths
  - (4) Item types
  - (5) Number of decimals
  - (6) Item description

xv) Database format: Database format in case it exist

(1) Database format (e.g., ARCGIS raster, librarian layer, geodatabase)

(2) Format version number (e.g., ArcGIS 8.x, ArcGIS 9.x, and ArcGIS 10.x)

xvi) Metadata Contact: