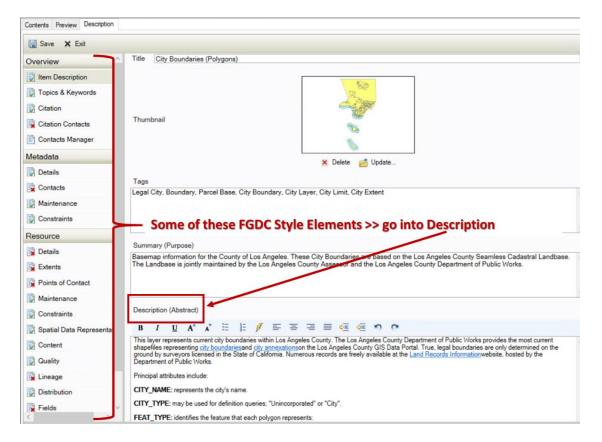


Background

This document outlines the minimun elements required for a newly proposed Metadata style for all Public Works GIS data. This departmental wide standard is meant to make pertinent metadata and information easier to find as well as to maintain. It is loosely based on the FGDC style, used currently by Enterprise GIS (eGIS) member departments, taking specific elements and placing them in the Description (Abstract) section.



Before getting started, users will need to enable the FGDC metadata style by going to the Customize in ArcCatalog Options>Metadata tab in ArcMap.

File	Edit	View	Go	Geop	processing	Cus	stomize	Windows	Help
File Edit View Go Geoprocessing Customize Windows Catalog Tree Image: Catalog Tree Image: Catalog Tree Extensions Add Database Connection Add Database Connection Add Database Connection Customize Mode Image: Catalog Services as Admin 10.48.150.252.s ArcCatalog Options ArcCatalog Options	×								
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ArcCatal	og Options							×
General	File Types	Contents	Connections	Metadata	Tables	Raster	CAD	
Meta	data Style —							
			tadata is viewe ppear when ed					
FGD	C CSDGM Me	tadata				\sim		

>>Will insert instructions for Pro here<<



New Metadata Style

The following metadata elements must be included with every data layer to be uploaded/included in GISP and/or the eGIS Repository. Data missing these metadata elements may not be uploaded into either GIS database, AGOL or the eGIS Open Data Hub.

OVERVIEW

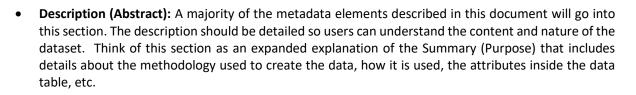
Item Description

- **Title:** Feature Class or Layer name (auto completed in ArcGIS). Please make sure the name is legible and easily discernable to users. Note: changing the name in the Metadata <u>does not</u> change the name of feature class or shapefile.
- **Thumbnail:** Upload a clip or screenshot of the data (a visual also helps users to easily identify the dataset)
- **Tags:** These are keywords used to locate relevant data in a search (e.g. in ArcGIS Online or via the Esri Hub).

Contents Preview Description		
🔚 Save 🗙 Exit		
Overview	Item Description	
Topics & Keywords	Title City Boundaries (Polygons)	
Citation		
🙀 Citation Contacts		13
Contacts Manager		
Metadata	Thumbnaji	1
Details		N
Contacts		🗶 Delete 🛛 📸 Update
Maintenance	Tags	
Constraints	Legal City, Boundary, Parcel Base, City Boundary, City Layer, City Limit, City Extent	
Resource		
🙀 Details		

• **Summary (Purpose):** The purpose of the dataset (not to be confused with the description). The Summary may be a short version of the Description but should indicate, in a brief sentence or two, what the data set is and what its intended purpose (use) is.

Contents Preview Description						
🔚 Save 🗙 Exit						
Overview	^	Summary (Purpose)				
Item Description		Basemap information for the County of Los Angeles. These City Boundaries are based on the Los Angeles County Seamless Cadastral Landbase. The Landbase is jointly maintained by the Los Angeles County Assessor and the Los				
🗊 Topics & Keywords		Angeles County Department of Public Works.				
Citation						



In this section, please include information about:

- 1. Background:
- 2. Methodology:
- 3. Field definitions: Provide details about attributes within the dataset, especially any domain sets or coded values.
- 4. Distribution: a URL link to a location where the data can be downloaded (e.g. on AGOL or the eGIS Hub)
- 5. Last update date or update frequency

Contents Preview Description

Overview	Description (Abstract)				
Item Description	B I U A* A* 🗄 🗄 🖉 📰 🚍 🗮 ⊄ ⊄ 🍽 🝽				
Topics & Keywords	This layer represents current city boundaries within Los Angeles County. The Los Angeles County Department of Public Works provides the most current shapefiles representing city boundaries and city annexations on the Los Angeles County GIS Data				
Citation	Portal. True, legal boundaries are only determined on the ground by surveyors licensed in the State of California. Numerous records are freely available at the Land Records Informationwebsite, hosted by the Department of Public Works.				
Citation Contacts	Principal attributes include:				
Contacts Manager	CITY_NAME: represents the city's name.				
Metadata	CITY_TYPE: may be used for definition queries; "Unincorporated" or "City".				
Details	FEAT_TYPE: identifies the feature that each polygon represents:				
Contacts	 Land - This value is used for polygons representing the land masses, if you want to see only land features on your map. Pier - This value is used for polygons representing piers along the coastline. One example is the Santa Monica Pier. 				
Maintenance	 Breakwater - This value is used for polygons representing man-made barriers that protect the harbors. Water - This value is used for polygons representing navigable waters inside the harbors and marinas. 				
Constraints	 3NM Buffer - This value is used for polygons representing the three seaward nautical miles within the cities' limits, per the Submerged Lands Act. 				
Resource	POPULATION: Information in this field is supplied by Mark Greninger (mgreninger@cio.lacounty.gov).				
Details	Last Updated: 2021				

- **Credits:** A recognition of those who created or contributed to the dataset.
- Use Limitation: Key limitations to the use of the dataset. What the data should not be used for, cautions on the use of the data, legal limitations, etc.
- **Bounding Box:** This is automatically populated by ArcGIS, but can be edited if desired.

Public Works



Save X Exit						
Overview	Credits					
Item Description	This data is maintained by the Los Angeles County Department of Public Works. Contacts: Mark Greninger, 626-458-7113. MGreninger@dow.lacounty.gov : Thiemo Diallo. 626-458-6920. tdiallo@dow.lacounty.gov: Jordan					
🗊 Topics & Keywords	Cooper, jcooper@dpw.lacounty.gov					
Citation						
Relation Contacts						
Contacts Manager						
Metadata	Use Limitation					
Details	B / U A A E E / F F F F F F F F F F F F F F F F F					
Contacts	Every reasonable effort has been made to assure the accuracy of this data. Los Angeles County makes no warranty,					
Maintenance	representation, or guarantee as to the content, sequence, accuracy, timeliness, or completeness of any of the data provided herein. Derived from the Los Angeles County Cadastral Landbase, this data is based on information obtained from public and					
Constraints	quasi-public records. Boundary locations on the ground must be determined by field surveys conducted under the direction of a licensed land surveyor. This data is not to be used as an aid for marine navigation. If an error is found, or if there are general questions, please contact the individuals listed in the Credits.					
Resource						
🙀 Details	Appropriate Scale Range					
🙀 Extents	2 234					
Points of Contact						
Maintenance	County Buildings					
Constraints	1:500,000 1:5,000					
Spatial Data Representation	Bounding Box					
Content	West -118.960510					
💱 Quality	East -117.644096					
🙀 Lineage	South 32.745284 North 34.823532					
Distribution	Vorin 34.823332					

RESOURCE

Points of Contact

- Name: Full name of person to be contacted about the metadata
- **Organization:** Name of agency, company, division, department, etc.
- **Position:** Contact title or position in the organization
- Role: Role of this contact in the metadata preparation and publication
- Email: Email address of contact
- Address: Street address of organization or contact including suite or unit number
- **City:** Post office name, community, or city
- **State:** State or province
- Postal Code: Zip code, Zip +4 code, or postal code
- Phone: Phone number for contact or organization



🔚 Save 🗙 Exit				
Overview	Contrato			
Item Description	Contacts			
💱 Topics & Keywords	Contact: Mark Gren	inger (Point of Contact)		×
Citation	Name	Mark Greninger		
Citation Contacts	Organization	Los Angeles County Public Works		
Contacts Manager	Position	GIS Manager 2		
Metadata	Role	Point of Contact		×
Details	Contact Informat	ion		
Contacts	Email mgr	eninger@dpw.lacounty.gov	×	+
Maintenance	+ New Online R	esource		
Constraints	A.U			~
Resource	Address Type	Physical 00 S Fremont Ave	1	-
> Details	Address 9 City	Alhambra	×	+
Extents	State	CA		_
Points of Contact	Postal Code	91803		-
Maintenance	Country	Empty		¥
Constraints				
Snatial Data Representat	Phone (62	6) 458-7113	Y X	+