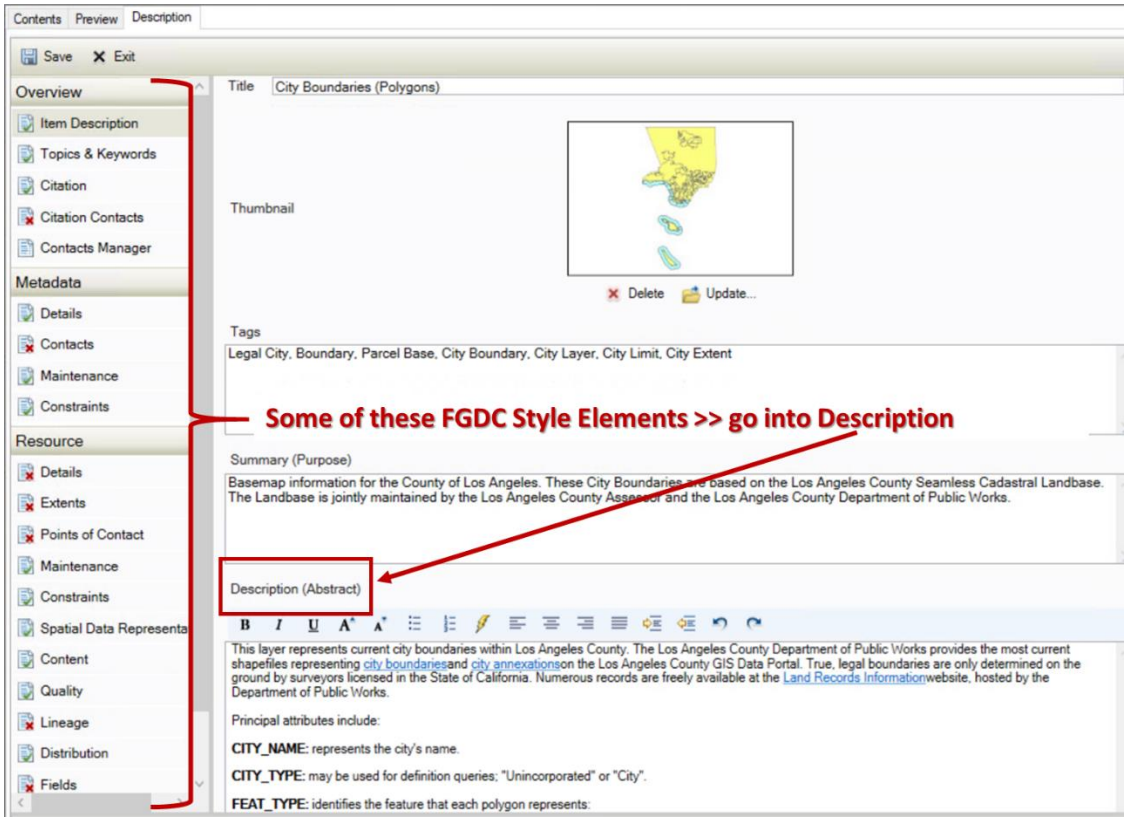
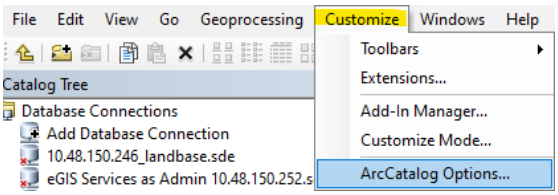
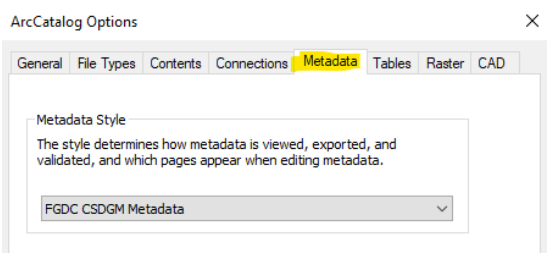
Background

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.





>>Will insert instructions for Pro here<<

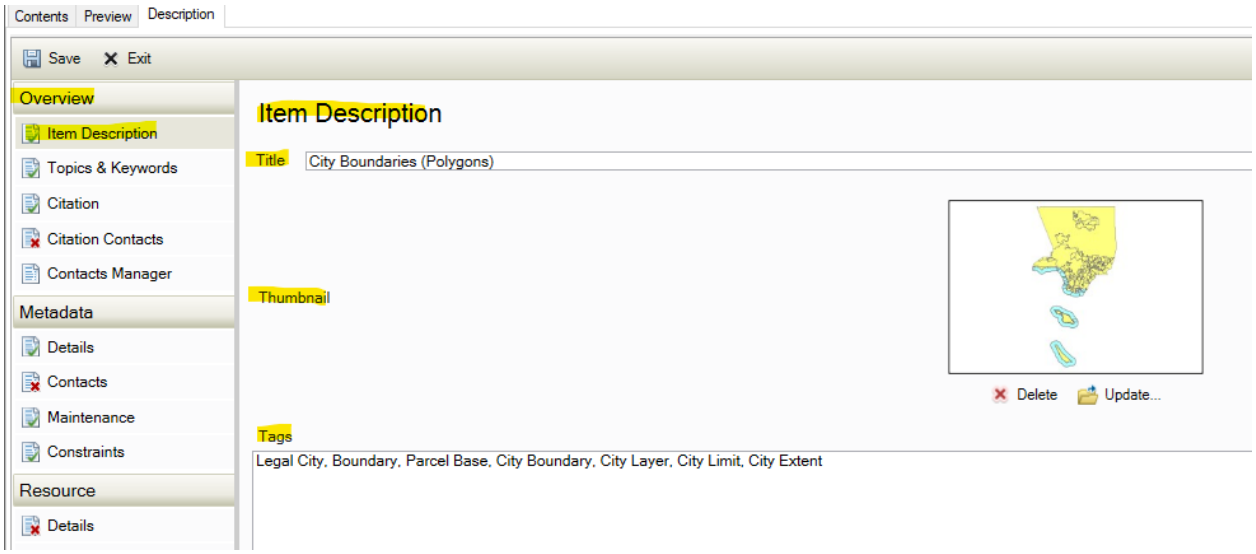
New Metadata Style

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.

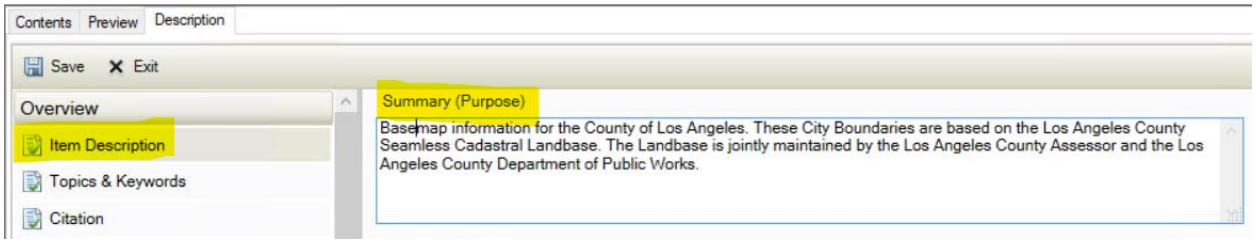
OVERVIEW

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 does not 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).

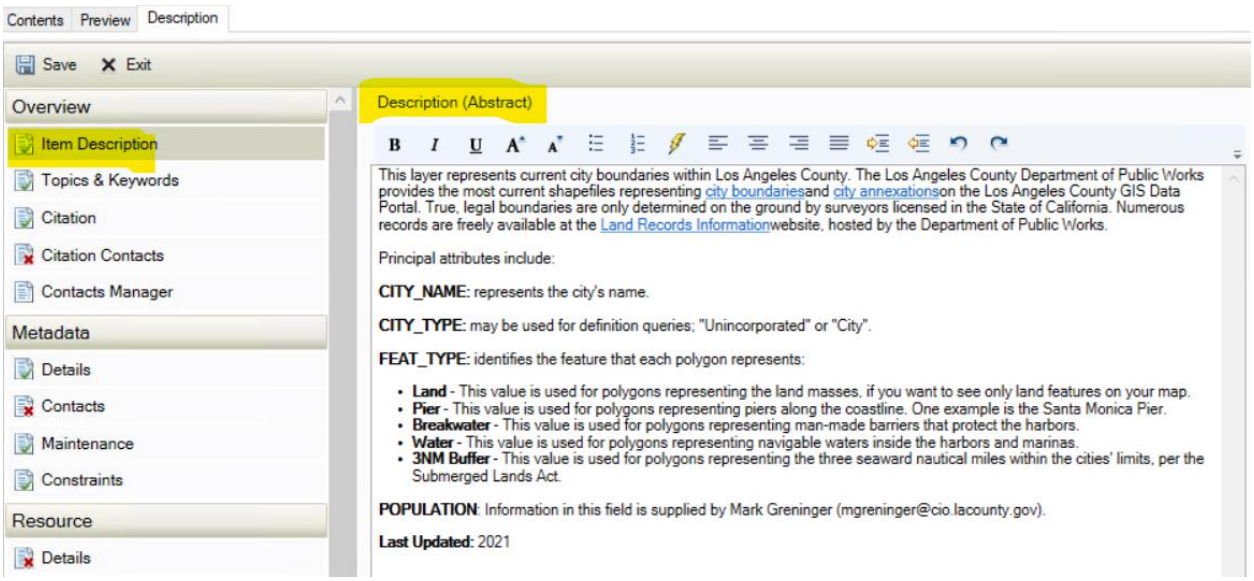


- **Summary (Purpose):** The purpose of the dataset (not to be confused with the description). The Summary may be a short version of the Description but should indicate, in a brief sentence or two, what the data set is and what its intended purpose (use) is.

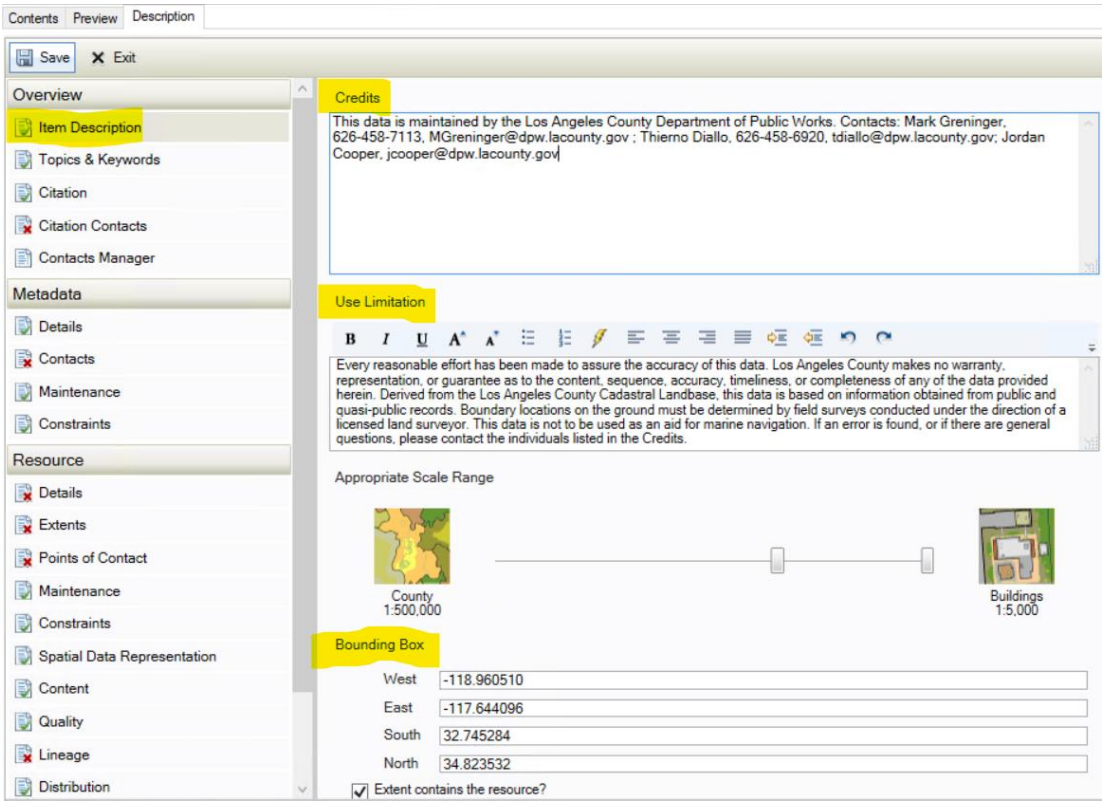


- **Description (Abstract):** A majority of the metadata elements described in this document will go into this section. The description should be detailed so users can understand the content and nature of the dataset. Think of this section as an expanded explanation of the Summary (Purpose) that includes details about the methodology used to create the data, how it is used, the attributes inside the data table, etc.

  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



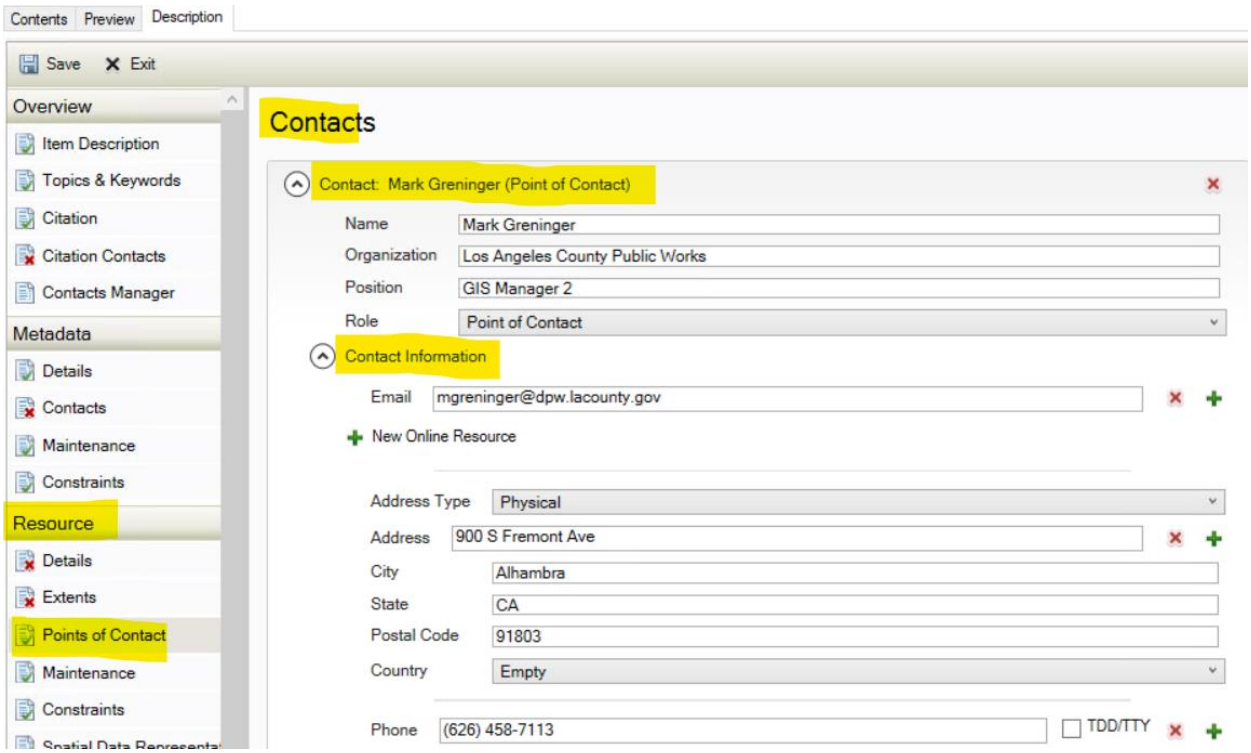
- **Credits:** A recognition of those who created or contributed to the dataset.
- **Use Limitation:** Key limitations to the use of the dataset. What the data should not be used for, cautions on the use of the data, legal limitations, etc.
- **Bounding Box:** This is automatically populated by ArcGIS,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



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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Topics & Keywords
Citation
Citation Contacts
Contacts Manager
Metadata
Details
Contacts
Maintenance
Constraints
Resource
Details
Extents
Points of Contact
Maintenance
Constraints
Contacts
Contact: Mark Greninger (Point of Contact)
Name
Mark Greninger
Organization
Los Angeles County Public Works
Position
GIS Manager 2
Role
Point of Contact
Contact Information
Email
mgreninger@dpw.lacounty.gov
New Online Resource
Address Type
Physical
Address
900 S Fremont Ave
City
Alhambra
State
CA
Postal Code
91803
Country
Empty
Phone
(626) 458-7113
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