

## Metadata full documentation element checklist for typical GIS vector data for NJ, FGDC - CSDGM

[https://geoapps.nj.gov/njgin/documents/Documentation\\_elements\\_FGDC\\_CSDGM.pdf](https://geoapps.nj.gov/njgin/documents/Documentation_elements_FGDC_CSDGM.pdf)

Version 1.1

### Background

Please note that this document is intended to be used by authors who do not use Esri software. This document provides lists of geospatial metadata elements that are required for cataloging, for maintaining the value of data over time, and for distribution. The list deals with metadata conforming to, or accommodating, one standard: FGDC-STD-001-1998, aka Federal Geographic Data Committee Content Standard for Geospatial Metadata (FGDC - CSDGM.)

Other lists, in editor field order, designed for users of Esri Metadata Editors, are available in metadata help documents published by The New Jersey Geographic Information Network (NJGIN.)

### Things to remember

- ❖ Date formatting: In FGDC - CSDGM **xml** files, date in a date field must be formatted as YYYYMMDD or YYYY. Do not use YYYY-MM nor YYYYMM. Dates in most modern stylesheets are displayed in ISO format YYYY-MM-DD. Dates entered in free text fields should be formatted that way.
- ❖ **Change Publication Date** for every discrete re-release of updated data.
- ❖ If you are using an Esri metadata editor, look on NJGIN for a different document.

### FGDC - CSDGM elements for full metadata

This list includes all the elements, in element number order, that must be filled in to produce what NJOGIS and NJDEP consider full documentation metadata for typical vector GIS data. Depending on what editor is used, the elements marked # can be captured from the data or automatically captured, thus usually will not require manual editing. Elements in **bold** either are required or strongly recommended for NJGIN catalog or are always required in the standard. A similar listing is available from NJGIN in other formats.

❖ Identification Information	1
○ <b>Originator</b>	1.1.8.1
○ <b>Publication Date</b>	1.1.8.2
○ <b>Title</b>	1.1.8.4
○ Geospatial Data Presentation Form	1.1.8.6
○ <b>Publication Place</b>	1.1.8.8.1
○ <b>Publisher</b>	1.1.8.8.2
○ <b>Online linkage</b>	1.1.8.10
○ <b>Abstract</b>	1.2.1
○ <b>Purpose</b>	1.2.2

## Documenting Element checklist FGDC - CSDGM

○ Supplemental Information	1.2.3	[Optional]
○ <b>Time Period of Content Currentness Reference</b>	1.3.1	
○ <b>Time Period of Content Date(s)</b>	1.3.9.1.1	[others for multiple dates]
○ <b>Progress</b>	1.4.1	
○ <b>Maintenance and Update Frequency</b>	1.4.2	
○ <b># Bounding Coordinates (4)</b>	1.5.1	
○ <b>Theme Keyword Thesaurus = ISO 19115 Topic Category</b>	1.6.1.1	
○ <b>Theme Keyword</b>	1.6.1.2	
○ Theme Keyword Thesaurus	1.6.1.1	
○ Theme Keyword(s)	1.6.1.2	
○ Place Keyword Thesaurus	1.6.2.1	
○ <b>Place Keyword(s)</b>	1.6.2.2	
○ <b>Access Constraints</b>	1.7	
○ <b>Use Constraints</b>	1.8	
○ # Native Data Set Environment	1.13	
❖ <b>Data Quality Information</b>	<b>2</b>	
○ Attribute Accuracy Report	2.1.1	
○ Logical Consistency Report	2.2	
○ Completeness Report	2.3	
○ Horizontal Accuracy Report	2.4.1.1	
○ Vertical Accuracy Report	2.4.1.2	[If applicable]
○ If published and/or archived sources are used:		
• Source Citation Title	2.5.1.1.8.4	
• Source Scale Denominator	2.5.1.2	[If applicable and available]
• Type of Source Media	2.5.1.3	
• Source Currentness Reference	2.5.1.4.1	
• Source Calendar Date (of content)	2.5.1.4.9.1.1	
• Source Citation Abbreviation	2.5.1.5	[Usually the file name]
• Source Contribution	2.5.1.6	
• Source Citation Originator	2.5.1.8.1	
• Source Citation Date (publication)	2.5.1.8.2	
• Source Citation Geospatial Presentation Form	2.5.1.8.6	
• Source Citation Publication Place	2.5.1.8.8.1	
• Source Citation Publisher	2.5.1.8.8.2	
○ Process Step Process Description	2.5.2.1	
○ Process Step Process Date (and time)	2.5.2.3	
❖ <b># Spatial Data Organization Information</b>	<b>3</b>	
❖ <b># Spatial Reference Information</b>	<b>4</b>	
❖ <b>Entity and Attribute Information</b>	<b>5</b>	
○ Entity Type Label	5.1.1.1	
○ Entity Type Definition	5.1.1.2	
○ Entity Type Definition Source	5.1.1.3	
○ # Attribute Label	5.1.2.1	
○ Attribute Definition	5.1.2.2	
○ Attribute Definition Source	5.1.2.3	
○ Attribute Domain [parent of: ]	5.1.2.4	
One of		
• Range Domain	5.1.2.4.2	
□ Minimum	5.1.2.4.2.1	
□ Maximum	5.1.2.4.2.2	
• Codeset Domain	5.1.2.4.3	
□ Name	5.1.2.4.3.1	
□ Source [URL if possible]	5.1.2.4.3.2	
• Unrepresentable Domain [free text description]	5.1.4.2.4	
• Enumerated Domain [one or more]	5.1.2.4.1	
for each possible entry:		
□ Value	5.1.2.4.1.1	
□ Definition	5.1.2.4.1.2	
□ Definition Source	5.1.2.4.1.3	
❖ <b>Distribution Information</b>	<b>6</b>	

## Documenting Element checklist FGDC - CSDGM

○ Distributor Organization	6.1.10.2.2
○ Distributor Address Type	6.1.10.4.1
○ Distributor Address	6.1.10.4.2
○ Distributor City	6.1.10.4.3
○ Distributor State	6.1.10.4.4
○ Distributor Postal Code	6.1.10.4.5
○ Distributor Contact Voice Telephone	6.1.10.5
○ Distributor Contact Fax Number	6.1.10.7
○ Distributor Electronic Mail Address	6.1.10.8
○ Distributor Contact Instructions	6.1.10.10 [Optional]
○ Resource Description	6.2
○ Distribution Liability	6.3
○ Format Name	6.4.2.1.1
○ Format Version	6.4.2.1.2
○ File Decompression Technique	6.4.2.1.6 [If applicable]
○ Online Option	6.4.2.2.1 [Enclosure for included]
• Network Resource Name	6.4.2.2.1.1.1.1
○ Offline Option (req'd only if no online access)	6.4.2.2.2 [Enclosure for included]
• Offline media	6.4.2.2.2.1
• Recording Format	6.4.2.2.2.3
○ Standard Order Process Fees	6.4.3
○ Standard Order Process Ordering Instructions	6.4.4
❖ Metadata Reference Information	7
○ # Metadata Date	7.1
○ Metadata Contact Person	7.4.10.2.1
○ Metadata Contact Organization	7.4.10.2.2
○ Metadata Contact Position	7.4.10.3
○ Metadata Contact Address Type	7.4.10.4.1
○ Metadata Contact Address	7.4.10.4.2
○ Metadata Contact City	7.4.10.4.3
○ Metadata Contact State	7.4.10.4.4
○ Metadata Contact Postal Code	7.4.10.4.5
○ Metadata Contact Country	7.4.10.4.6
○ Metadata Contact Voice Telephone	7.4.10.5
○ Metadata Contact Electronic Mail Address	7.4.10.8
○ Metadata Standard Name	7.5
○ Metadata Standard Version	7.6
○ Metadata Language	Esri extension [Needed for ISO conversion]



Questions may be directed to the NJGIN administrator: [njgin@oit.nj.gov](mailto:njgin@oit.nj.gov)

### Change History

Version 1.1 released January 2023 Updates to contact information, URLs, and other documents

First version released 8 June 2018