

ArcGIS Metadata Required Elements Lists, New Jersey

For the ArcCatalog and ArcGIS Pro Metadata Editor

This document provides guidance for writing metadata that will function correctly in the New Jersey Geographic Information Network. As of Spring 2023, this site continues to use ArcGIS metadata, FGDC style. The NJGIN Core list is the minimum needed for effective functioning and is therefore required from those organizations, such as State departments and local governments, whose items will be linked to NJGIN. The full documentation list must be used by State employees and vendors for deliveries because fuller information is needed to preserve the usefulness of data over time and multiple users.

https://geoapps.nj.gov/njgin/documents/MD_ArcGIS_Req_Element_Lists.pdf

Section I: Required Cataloging Elements for NJGIN (aka NJGIN Core)

List below is in ArcGIS Pro and ArcCatalog editor order, except for Tags. This is the minimum list of elements that will work well for cataloging. Fields marked # are filled during ArcCatalog synchronization or automatically by the editor but can be changed. Fields marked * are commonly the same for many records and are candidates for template. Names in [brackets] are Federal Geographic Data Committee Content Standard for Geographic Information element names that differ from the field labels in the Editor.

❖ Overview panel

Item Description sub-section

- Title
- Summary [Purpose]
- Description [Abstract]
- Credits (include Originator, Publisher, anyone else to thank)
- Use Limitation [Use Constraints] *
- Bounding Box (4 coordinates) #

Topics & Keywords sub-section

- Topic Category (check box)
- Content Type
- New Theme Keyword section, Theme Keywords (separate line break)
- Theme Keyword Thesaurus (only if keywords are from a published vocabulary)
- Place Keyword(s)
- Tags (copy in all keywords)

(Resource) Citation sub-section

- Title (same as above, edit only if necessary)
- FGDC Geospatial Presentation Form
- Dates -> Published (please be sure to change for each discrete data release)

(Resource) Citation Contacts sub-section

- Citation Contact (name and/or organization) and Role = Originator *
- Citation Contact (name and/or organization, plus at least City and State), and Role = Publisher *

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❖ Metadata panel

(Metadata) Details sub-section

- Date Stamp #

(Metadata) Contacts sub-section

- Metadata Contact (name and/or organization) plus full contact information including email, and Role = Point of Contact *

❖ Resource panel

(Resource) Details sub-section

- Status [Progress]

(Resource) Extents sub-section This information must be in a completely separate Extent, not in the same one as the Bounding Box Extent.

- Temporal Instant Extent or Temporal Period Extent Date(s) [Time Period of Content Date(s)]
- Temporal ... Extent Description: Ground Condition, Publication Date, or free text [Currentness Reference]

(Resource) Maintenance sub-section

- Update Frequency [Maintenance and Update Frequency]

(Resource) Constraints sub-section

- Legal Constraints -> Use Limitation [Distribution Liability] *
- Legal Constraints -> Other Constraints [Access Constraints]; leave out if none. *

(Resource) Distribution sub-section -> Digital Transfer Options -> Online Resource

- Linkage [Online Linkage] Not required for ArcGIS Online access points. Required for other download and/or service points.

Section II: Required Metadata Elements for Full Documentation

List below is in ArcCatalog Metadata Editor order and includes all the fields that must be entered to produce full metadata per NJDEP/NJGIN required list for State data developers and vendors. Fields filled by synchronization and potentially from template are marked as above. Some required automated fields have been omitted. Warning: the following list does not include all the fields that may have outdated information in them, if the metadata were upgraded from an existing FGDC-CSDGM record. A similar listing in other formats is available from NJGIN.

❖ Overview panel

Item Description sub-section

- Title
- Summary [Purpose]
- Description [Abstract]
- Credits (include Originator, Publisher, anyone else to thank)
- Use Limitation [Use Constraints] *
- Bounding Box (4 coordinates) #
- Tags (copy in all keywords)

Topics & Keywords sub-section

- Topic Category (check box)
- Content Type
- Theme Keywords (separate with line breaks)
- Theme Keyword Thesaurus (only if Keywords are from a published vocabulary)
- Place Keyword(s)

(Resource) Citation sub-section

- Title (same as above, edit only if necessary)
- FGDC Geospatial Presentation Form
- Dates -> Published (please be sure to change for each discrete data release)

(Resource) Citation Contacts sub-section

- Citation Contact (name and/or organization) and Role = Originator *
- Citation Contact (name and/or organization, plus at least City and State), and Role = Publisher *

❖ Metadata panel

(Metadata) Details sub-section

- File Identifier
- Date Stamp #

(Metadata) Contacts sub-section

- Metadata Contact (name and/or organization) plus full contact information including email, and Role = Point of Contact *

❖ Resource panel

(Resource) Details sub-section

- Status [Progress]
- Supplemental Information

(Resource) Extents sub-section This information must be in a completely separate Extent, not in the same one as the Bounding Box Extent.

- Temporal Instant Extent or Temporal Period Extent Date(s) [Time Period of Content Date(s)]
- Temporal ... Extent Description: Ground Condition, Publication Date, or free text [Currentness Reference]

(Resource) Maintenance sub-section

- Update Frequency [Maintenance and Update Frequency]

(Resource) Constraints sub-section

- Legal Constraints -> Use Limitation [Distribution Liability] *
- General Constraints -> Use Limitation [Access Constraints] *

(Data) Quality sub-section

- Report Type -> Conceptual Consistency AND Measure -> Description [Logical Consistency Report]
- Report Type -> Completeness Omission AND Measure -> Description [Completeness Report]
- Report Type -> Quantitative Attribute Accuracy AND Measure -> Description [Attribute Accuracy Report]
- Report Type -> Absolute External Positional Accuracy AND Dimension -> horizontal AND Measure -> Description [Horizontal Positional Accuracy Report]
- A second set of Absolute External Positional Accuracy report elements if Vertical Accuracy is pertinent.

(Resource) Lineage sub-section

- If published or archived source data or documents were used, for each one:
 - Source Description
 - Scale Denominator (only for paper maps, or data of known nominal scale)
 - Source Citation Title
 - Alternate Title [Source Citation Abbreviation] e.g. file name
 - Presentation Form
 - FGDC Geospatial Data Presentation Form
 - Date Published for the Source
 - Edition (only if referenced by source documentation)
 - Source Citation Contact name and/or organization and Role = Originator
 - Source Citation Contact name and/or organization, City, State, and Role = Publisher
 - Source Temporal Instant Extent or Temporal Period Extent, including date or dates and Description.
- If detailed processing information is available, for each process step:
 - Process Description (include description of source(s) if not documented above)
 - Process Step Date (and time if relevant)
 - Processor, including Role = Processor, and complete contact information

(Resource) Distribution sub-section -> Distributor sub-sub-section (Be careful to choose this correctly - it is the **second one of three**.)

- Distributor Contact organization and/or name, Role = Distributor, and full contact information
- Ordering Process Fees
- Ordering Process Currency
- Ordering Instructions (if special instructions are needed, or to explain secondary access)
- Distribution Format -> Format Name
- Distribution Format -> Format Version
- Distribution Format -> Format Specification URL to format spec
- Distribution Format -> Decompression Technique (only if applicable)
- Distribution Format -> Information Content (explanation of the service type or file type in words)
- Digital Transfer Options -> Units of Distribution = M (megabytes) if applicable
- Digital Transfer Options -> Transfer Size if applicable
- Digital Transfer Options -> Online Resource -> Linkage (direct access URL for download or service consumption)
- Digital Transfer Options -> Function (choose Empty if list not appropriate)

(Resource) Distribution sub-section -> Digital Transfer Options sub-sub-section (Be careful to choose this correctly - it is the **third one of three**.)

- Online Resource -> Linkage Use for informational Web page, organization main Web page, etc.
- Online Resource -> Name Descriptive name of resource
- Online Resource -> Function from list, or *Empty*
- Add New Online Resource elements for additional URLs

(Resource) Fields sub-section - [Entity and Attribute Information]

- Label
- Entity Type -> Definition
- Entity Type -> Definition Source
- For each field (Attribute):
 - Label
 - Definition
 - Definition Source
 - ONE of
 - Range Domain -> Minimum and -> Maximum
 - Codeset Domain -> Name and Source
 - Unrepresentable Domain
 - OR
 - One or more Enumerated Domain(s), including for each -> Value, -> Definition, -> Definition Source

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