

ArcGIS Metadata Required Elements Lists, New Jersey

This document is intended to provide guidance for data and metadata providers to the State of New Jersey ArcGIS Online / Open Data site, including other organization AGOL users whose items will be linked to the NJ - wide Open Data site as part of NGJIN3. As of Spring 2018, this site is set to use FGDC style ArcGIS metadata.

https://njgin.state.nj.us/oit/gis/NJ_NJGINExplorer/docs/MD_ArcGIS_Req_Element_Lists.pdf

Section I: Required Cataloging Elements for NJGIN

List below is in ArcCatalog editor order. These are 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.

❖ Overview section

Item Description sub-section

- Title
- Summary (Purpose)
- Description (Abstract)
- Use Limitation (Use Constraints) *
- Bounding Box (4 coordinates) #
- Topics & Keywords sub-section
- Topic Category (check box)
- Content Type, and Resource Description check box
- New Theme Keyword section, Theme Keywords (separate with comma or line break) o Theme Keyword Thesaurus (only if above keywords are from a published vocabulary)
- Place Keyword

(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 section

(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 section

(Resource) Details sub-section

- Status (Progress)

MD Required Elements NJ ArcGIS Editor

- (Resource) Extents sub-section, add a new Extent sub-section*
- Temporal Instant Extent Date or Temporal Period Extent Dates (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. This list includes all the fields, that must be filled in or edited manually in the ArcCatalog Metadata Editor (or imported from a template) to produce full metadata per NJDEP/NJGIN required list. 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 section

Item Description sub-section

- Title
- Summary (Purpose)
- Description (Abstract)
- Use Limitation

Topics & Keywords sub-section

- Topic Category (check box)
- Content Type, and Resource Description check box
- Place Keyword

(Resource) Citation sub-section

- Title (same as above, edit only if necessary)
- FGDC Geospatial Presentation Form
- Dates -> Published

(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 section

(Metadata) Contacts sub-section

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

❖ Resource section

(Resource) Details sub-section

- Status
- Supplemental Information

(Resource) Extents sub-section

- Temporal Instant Extent or Temporal Period Extent, including date or dates and Description. The latter may be Ground Condition, Publication Date, or free text. This information must be in a completely separate Extent entry, not in the same one as the Bounding Box Extent.

(Resource) Maintenance sub-section

- Update Frequency

(Resource) Constraints sub-section

- Legal Constraints -> Use Limitation (Distribution Liability)
- Legal Constraints -> Other Constraints (Access Constraints); leave out if none.

(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
 - 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)

(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
- Available Date or Date Period
- Ordering Instructions
- Distribution Format -> Format Name
- Distribution Format -> Format Version
- Digital Transfer Options -> Online Resource -> Linkage (direct access URL for download or service consumption)

(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 Repeatable element. First one should be a direct access URL if there is one. Add repeating elements for informational Web page, organization main Web page, etc.

MORE

(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