

APPENDIX - B



MEMORANDUM

TO: _____ **FROM:** GIS Administration Unit
SUBJECT: Metadata Project **DATE:** _____

The GIS Administration Unit is reviewing all of the GIS metadata information. Metadata is a document describing the GIS data, its accuracy, point of origin, and usage. This is in preparation for an undertaking which includes the transfer of the District's valid GIS data to a new server. Only files that are deemed current AND include complete metadata information will be transferred to the new server. Your input/response is valuable and necessary. Please review the following requests, along with the list of files that we have initially determined to be within your discipline, and respond to us **no later than (date)**.

Please provide complete metadata for all files. A small number of metadata files in the old format contained SCVWD contact individual(s) who were involved with creating the metadata. These individual(s) names are placed in the "Former SCVWD Contact" column.

Metadata File:	Former SCVWD Contact	Metadata Updated by:	Metadata File:	Former SCVWD Contact	Metadata Updated by:

Please open the **metadata_ "filename".doc** and fill out the highlighted portions of the metadata. Use the **metadata_help_form.doc** to help you with the format and definitions of the missing metadata. The old metadata in "**filename**".txt format are also included to help recollect the information of the data file. However, some **metadata_ "filename".doc** do not have corresponding old metadata as no metadata was created. Please send the documents back after they have been completed.

If information is no longer current, or if files are not in your discipline, please make a list of all invalid files and send to rrodriguez@vallevwater.org and the information will be archived.

We appreciate your support and response. If you have any questions, please contact the person at the extension below.

Your contact is:

Rick Rodriguez
 GIS Administration Unit Contact Name

2781
 Extension