ArcGIS 10.x

Metadata form

Miami-Dade County,
Information Technology Department
December 2014
Overview
Displays general information about the entire feature class that also satisfies ArcGIS Online documentation.

- **Item Description**
  - Tags (words or terms used to search for the resource)
  - **Summary (Purpose)**
  - **Description (Abstract)**
    - E.g. A (point, line, polygon, raster,) feature class of Miami-Dade County...
  - Credits (who contributed towards the creation of the layer)
  - **Use Limitation (restrictions affecting the use of the data e.g. “Not to be used for navigation.”)**
  - Scale Range
    - Slide the bar to County zoom level when entering it in the application

```
Appropriate Scale Range

County 1:500,000

Buildings 1:5,000
```

- **Topics & Keywords** *(Check ALL that apply)*
  - Farming
  - Biota
  - Boundaries
  - Atmospheric Sciences
  - Economy
  - Elevation
  - Environment
  - Geoscientific
  - Health
  - Imagery & Base Maps
  - Military & Intelligence
  - Inland Waters
  - CheckBox16
  - Oceans
  - Planning & Cadastral
  - Society
  - Structure
  - Transportation
  - Utilities & Communications

- **Content Type (Select one that best describes the data type)**
  - Empty, Live Data and Maps, Downloadable Data, Offline Data, Static Map Images, Other Documents, Applications, Geographic Services, Clearinghouses, Map Files, Geographic Activities

  - Choose Content Type: **Click here and choose**

*Items with asterisk are required*
• **New Theme Keywords** *(terms that associate the data with other subject matter)*

• **New Place Keywords** *(data location)*
  Eg. “Miami-Dade County”

• **New Temporal Keywords** *(timeframe in which the data is valid)*

• **Citation**
  • **Dates** *
    ▪ Select Created date
    ▪ Select Published date
    ▪ Select Revised date

• **Citation Contacts** *
  • Enter the Originator contact information (create a new contact or select from the list)
    - Name: Click here to enter the name.
    - Organization: Click here to enter the organization.
    - Position: Click here to enter the position.
    - Role: Click here and choose a role.

• **Contacts Manager** *(enter all contacts information)*
    - Name: Click here to enter the name.
    - Organization: Click here to enter the organization.
    - Position: Click here to enter the position.
    - Role: Click here and choose a role.

• **Locales**
  - **Language**: English

**Metadata**
Displays information about the metadata.

• **Details**
  - Information is prepopulated

• **Contacts** *(At least one metadata contact is required)*
    - Name: Click here to enter the name.
    - Organization: Click here to enter the organization.
    - Position: Click here to enter the position.
    - Role: Click here and choose a role.
    - Email: Click here to enter the email address.
    - Phone: Click here to enter the phone number.

• **Maintenance** *
  - How often should the metadata be updated? *(Select one)*
    ▪ Continual, Daily, Weekly, Fortnightly, Monthly, Quarterly, Biannually, Annually, As Needed, Irregular, Not Planned, Unknown
    ■ Click here and choose

• **Constraints**
  - **New General Constraints** *(enter metadata constraints):*
  - **New Legal Constraints** *(enter legal constraints on the metadata):*

*Items with asterisk are required
• New Security Constraints (select security classification)
  © New Use Limitation (enter instruction):
  • Classification* (select one)
    • Empty, Unclassified, Restricted, Confidential, Secret and Top Secret
      Click here and choose

Resource

Information about the data.

• Details
  © Status*
    • Completed, Historical Archive, Obsolete, On Going, Planning, Required, Under Development
      Click here and choose
  © New Credit (recognition of those who created or contributed towards the data creation)
  © Languages*: Click here to enter text.
  © Distance Resolution*: (*Do not forget to choose the distance unit of measure*)

• Extents
  © Extent Description
  © Bounding Box* (check Extent contains the resource? Or enter data extent)
    West  Click here to enter text.
    East  Click here to enter text.
    South Click here to enter text.
    North Click here to enter text.
  © New Temporal Period Extent* (select start and end of the time period associated with the data)
    • Begin Date/Time: Click here to enter the date.
    • End Date/Time:  Click here to enter the date.

• Points of Contact (who should be contact for information on this data?)
  Name  Click here to enter the name.
  Organization  Click here to enter the organization.
  Position  Click here to enter the position.
  Role  Click here and choose a role.

• Maintenance
  © Update Frequency* (select how often the data should be updated)
    • Continual, Daily, Weekly, Fortnightly, Monthly, Quarterly, Biannually, Annually, As Needed, Irregular, Not Planned, Unknown
    • Click here and choose

• Constraints
  © New General Constraints* (describe limitation affecting the application and use of the data)

*Items with asterisk are required
New Legal constraints

New Security Constraints
- New Use Limitation (enter data instruction):
  - Classification* (select one)
    - Empty, Unclassified, Restricted, Confidential, Secret and Top Secret
    - Click here and choose

Spatial Reference (some information is automatically populated by ArcGIS)
Spatial Data Representation (RASTER - some information is automatically populated by ArcGIS)
  - Georectified Representation
    - Number of Dimensions: Click here to enter text.
    - Cell Geometry: Click here and choose.
    - Point In Pixel (select one): Center, Lower right, Lower left, Upper right and Upper left
      Click here and choose.
  - Georeferenceable Representation
    - Number of Dimensions: Click here to enter text.
    - Cell Geometry: Click here and choose.
    - Georeference Parameters: Center, Lower right, Lower left, Upper right and Upper left
      Click here and choose.

Content (Coverage, Image and Feature raster related information)
Quality (describe the quality of the data)
  - Scope Level
    - Attribute, Attribute Type, Collection Hardware, Collection Session, Dataset, Series, Non-Geographic
      Dataset, Dimension Group, Feature, Feature Type, Property Type, Field Session, Software, Service, Model,
      Tile, Initiative, Stereomate, Sensor, PlatformSeries, SensorSeries, ProductionSeries, TransferAggregate,
      OtherAggregate
    - Click here and choose.

Lineage: (general description of how the resource's lineage)

Distribution
  - Format version: Click here to enter text.

Fields*
  - Click on arrow next to Details
  - Expand each field attribute and enter the Definition and Definition source
  - New Enumerated, New Range and New Codeset Domain values could be entered under Overview Description
    section

*Items with asterisk are required
Use the following table to document fields as necessary. Copy and paste as many times necessary for each field in your dataset.

<table>
<thead>
<tr>
<th>Field Label</th>
<th>Click here to enter the name of the field.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alias</td>
<td>Click here to enter field alias.</td>
</tr>
<tr>
<td>Definition</td>
<td>Click here to enter the field definition.</td>
</tr>
<tr>
<td>Definition Source</td>
<td>Click here to enter the source of the definition.</td>
</tr>
<tr>
<td>Type</td>
<td>Choose the field type.</td>
</tr>
<tr>
<td>Width</td>
<td>Click here to enter the width of the field.</td>
</tr>
<tr>
<td>Precision</td>
<td>Click here to enter the precision of the field.</td>
</tr>
<tr>
<td>Scale</td>
<td>Click here to enter the scale of the field.</td>
</tr>
<tr>
<td>Indexed</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>Value Explanation</td>
<td>Click here to enter Value Explanation.</td>
</tr>
<tr>
<td>Value accuracy</td>
<td>Click here to enter Value Accuracy.</td>
</tr>
<tr>
<td>Value Measurement Frequency</td>
<td>Click here and choose a Value Measurement Frequency.</td>
</tr>
</tbody>
</table>

- References (tracks Aggregate, Portrayal Citation and Application Schema Information)
- Geoprocessing History (processing information is capture during the creation of the resource)

The Metadata template has more fields, but only the above are enforced by Miami-Dade County. Each user should assess the needed metadata requirements for their department or organization.

*Items with asterisk are required*