Delaware Geospatial Metadata Standard

Approved July 8, 2010 by the Delaware Geographic Data Committee Executive Council

Purpose

This document provides a minimum standard for the creation and dissemination of metadata in Delaware. It applies to metadata required by state code for geospatial data published by public agencies in Delaware. (See 91 Delaware Code, § 9144) The paths to where each field can be found ArcGIS Desktop are shown below the descriptions. The paths are based on the FGDC CSDGM Metadata style.

Overview

Title - The common name of the dataset
  Overview/Item Description/Title

Abstract - A brief description of the data
  Overview/Item Description/Description (abstract)

Purpose - A summary of why the data were collected
  Overview/Item Description/Summary (purpose)

Theme Keyword - At least one of the following keywords from the ISO 19115 Topic Category
  Overview/Topics & Keywords/Topic Categories

Theme Thesaurus - ISO 19115 Topic Categories
  Overview/Topics & Keywords/Theme Keywords

Place Keyword - At least one predefined geographic reference from Delaware Place Thesaurus
  Overview/Topics & Keywords/Place Keywords

Place Thesaurus - Delaware Place Thesaurus
  Overview/Topics & Keywords/Place Keywords

Publication Date - The date on which the data were published or made available
  Overview/Citation/Dates/Published

Originator(s) - The name(s) of the organization(s) or individual(s) that developed the dataset
  Overview/Citation Contacts/Contact/Role/Originator

Metadata

Metadata Date - The date the metadata record was completed
  Metadata/Details/Date Stamp

Contact - Name of organization and, optionally, a person in the organization considered to be the best contact for question concerning the data
  Metadata/Contacts

Contact Voice Telephone - The phone number of the organization or person in the organization who would answer questions concerning the data
  Metadata/Contacts

Contact Email Address - The email address of the organization or person in the organization who would answer questions concerning the data
  Metadata/Contacts

Security Classification - Security classification of the data
  Metadata/Constraints/Security Constraints/Classification
Resource

Progress - The state of the data (Complete, in work, etc.)
  Resource/Details/Status
Scale - The scale used in creation of the data
  Resource/Details/Scale Resolution
Bounding Coordinates - The extent of the data in decimal degrees
  Resource/Extents/Extent/Bounding Box/
Time Period - Either ground condition (generally referring to aerial photography) or publication date
  Resource/Extents/Temporal Period Extent
Update Frequency - How often the data are updated
  Resource/Maintenance/Update Frequency
Use Constraints - Restrictions and legal prerequisites for using the data, once access has been given
  Resource/Constraints/Legal Constraints
Access Constraints - Restrictions and legal prerequisites for accessing the data
  Resource/Constraints/Legal Constraints
Security Classification System - The thesaurus used to define the security classification of the data
  Resource/Constraints/Security Constraint
Process Step(s) - Description of processes used to create the data
  Resource/Linage/Process Step
Primary Contact - Name of organization, and optionally, a person in the organization considered to be the best contact for question concerning the distribution of the data
  Resource/Distribution/Distributor
Contact Voice Telephone - The phone number of the Primary Contact
  Resource/Distribution/Distributor
Contact Email Address - The email address of the Primary Contact
  Resource/Distribution/Distributor
Resource Description - Is the data “Downloadable Data,” an on-line dataset, or other form of resource
  Resource/Distribution/Distributor/Digital Transfer Options/ Online Resource/ Online Resource/ Description
Attribute Domain Values - Meanings of codes and other information found in the data attribute table either as part of metadata record or as a reference to an external definition table
  Resource/Fields/Details