



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



- **Topics & Keywords (Check ALL that apply)**

- | | |
|---|--|
| <input type="checkbox"/> Farming | <input type="checkbox"/> Military & Intelligence |
| <input type="checkbox"/> Biota | <input type="checkbox"/> Inland Waters |
| <input type="checkbox"/> Boundaries | <input type="checkbox"/> CheckBox16 |
| <input type="checkbox"/> Atmospheric Sciences | <input type="checkbox"/> Oceans |
| <input type="checkbox"/> Economy | <input type="checkbox"/> Planning & Cadastral |
| <input type="checkbox"/> Elevation | <input type="checkbox"/> Society |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Structure |
| <input type="checkbox"/> Geoscientific | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Health | <input type="checkbox"/> Utilities & |
| <input type="checkbox"/> Imagery & Base Maps | |

- 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](#)

- **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*)
- **Supplemental information** (provide additional information such as revisions, process, etc.)

- **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](#)
- **Maintenance Note***

- **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

Example:

Attribute: DEPTH

Label: DEPTH

Alias: BUOY DEPTH

Definition: [Redacted]

Definition Source: [Redacted]

Type: Double

Width: 8

Precision: 0

Scale: 0

Indexed: []

Value Explanation: []

Value Accuracy: []

Value Measurement Frequency: Empty

Beginning Date of Values: 15

Ending Date of Values: 15

+ New Enumerated Domain

+ New Range Domain

+ New Codeset Domain

+ New Unrepresentable Domain

Use the following table to document fields as necessary. Copy and paste as many times necessary for each field in your dataset.

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

- **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