## Objective: Documenting Basic Metadata Elements

**Inputs:** Shapefile(s), geodatabases, rasters and any other spatial data metadata information  
**Outputs:** Metadata file (FGDC xml) format  
**Comment:** This standard documents the minimum metadata elements required to be collected by DCHC MPO in case FGDC standard metadata elements can not be collected.

### Basic Metadata elements

1. **Originator:** Source of the data  
2. **Title:** Data layer name  
3. **Abstract:** Summary of the data layer  
4. **Purpose:** Why it is produced, what it is used for  
5. **Time period of content:** When it was collected  
6. **Status:** whether data is draft or final version  
7. **Spatial domain (description or coordinates):** Spatial data coverage extent  
8. **Keywords or tag:** used to find data by searching  
9. **Access and use constraints:** Use and access limitations  
10. **Contact person or organization:** Who compiled the data  
    1. Name:  
    2. Phone number  
    3. E-mail address  
11. **Data quality:** Document the accuracy of the data  
    1. Attribute accuracy  
    2. Positional accuracy  
12. **Spatial data organization:** Spatial type of the data  
    1. Spatial reference method (e.g., point, vector, raster)  
    2. Topology level  
13. **Spatial reference information:** Spatial reference of the data  
    1. Projection and/or coordinate system  
    2. Zone  
    3. Distance units  
    4. Datum  
14. **Attribute table:** Attribute descriptions of the data  
    1. Item names  
    2. Item widths  
    3. Item output widths  
    4. Item types  
    5. Number of decimals  
    6. Item description
xv) Database format: Database format in case it exist
   (1) Database format (e.g., ARCGIS raster, librarian layer, geodatabase)
   (2) Format version number (e.g., ArcGIS 8.x, ArcGIS 9.x, and ArcGIS 10.x)

xvi) Metadata Contact: