SanGIS Minimum Required Metadata Elements

A summary of Minimum Required Metadata Elements that are not automatically filled in by ArcGIS

Group	Section	Sub-Section	Item	Path	Description
Overview	Item Description		Tags	Overview > Item Description > Tags	Keywords used by search engines to locate relevant data
			Summary (Purpose)	Overview > Summary	Short version of Description briefley stating what the data is about and its intended purpose
			Description (Abstract)	Overview > Description	Detailed explanation about how the data is to be used, its purpose, how created, etc.
			Credits	Overview > Credits	A recognition of those who created or contributed to the dataset
			Use Limitation	Overview > Use Limitation	Limitations to the use of the dataset, cautions, legal limitations, etc.
	Topics & Keywords		Topic Categories	Overview > Topics & Keywords > Topic Categories	Check all boxes that apply to this dataset
			Theme Keywords	Overview > Topics & Keywords > Theme Keywords	Searchable keywords that describe what the data covers
			Place Keywords	Overview > Topics & Keywords > Place Keywords	Searchable keywords that describe the area covered by the data
	Citation		Published Date	Overview > Citation > Dates > Published	Date when the dataset is published or otherwise made available for release from source
Resource	Details		Status	Resource > Details > Status	State of completeness of dataset, select from drop-down list
	Extents		Description	Resource > Extents > Extent > Description	Time period covered by the data
			Temporal Period Extent	Resource > Extents > Extent > Temporal Instant Extent > Instant Date Or >Begin Date AND >End Date	'Date of the Data' or time at which the data is accurate on the ground
	Points of Contact		Contact	Resource > Points of Contact > Contact	Contact name, organization, position, and role
			Contact Information	Resource > Points of Contact > Contacts > Contact Information	Full address, phone number, and email
	Maintenance		Update Frequency	Resource > Maintenance > Update Frequency	Expected frequency of update of data
			Next Update	Resource > Maintenance > Next Update	Scheduled date for next update of dataset
	Distribution	Distributor	Contact	Distributor > New Ordering Process > Distributor	A contact with the role of 'Distributor', this may replicate the Point of Contact.
			Ordering Instructions	Distributor > New Ordering Process > Ordering Instructions	Complete ordering instructions and available date period
		Digital Transfer Options	Description	Digital Transfer Options > New Online Resource > Description	Where data is available, e.g. SanGIS Downloadable Data
	Fields	Details	Definition	Resource > Fields > Details > Attribute [Fieldname] > Definition	Details about the attribute. Any codeset domain values and descriptions are included here
			Definition Source	Resource > Fields > Details > Attribute [Fieldname] > Definition Source	The authority that provided the description of the field's data
		Overview Description	Summary	Resource > Fields > Overview Description > Summary	Detailed summary of the information provided by the resource's data
			Citation	Resource > Fields > Overview Description > Citation	Reference document that provides a description of the features, fields, and values