This document itemizes the minimum metadata elements required by SanGIS that must be manually input in the ArcCatalog edit environment. It does not cover items that are automatically populated by the ArcGIS software.

Titles (e.g. Overview – Item Description) refer to the group and sections in the ArcCatalog Descripton Editor form using the *ISO 19139 Metadata Implementation Specification* style sheet (selected from the ArcCatalog Options/Metadata tab.

Overview

Item Description

- **Title:** Feature Class or Layer name (auto-completed by ArcGIS)
- **Tags:** These are keywords not linked to a thesaurus used by search engines to locate relevant data
- **Summary (Purpose):** The purpose of the dataset, not to be confused with description. The Summary may be a short version of the Description but should indicate, in a brief sentence or two, what the data set is and what its intended purpose (use) is.
- **Description (Abstract):** This should be detailed enough to allow the user to understand the content and nature of the dataset. The Description is frequently an expanded explanation of the Summary (Purpose) and will include more detail about how the data is expected to be used, created, etc.
- **Credits:** A recognition of those who created or contributed to the dataset
- **Use Limitation:** Key limitations to the use of the dataset. What the data should not be used for, cautions on the use of the data, legal limitations, etc.
- **Bounding Box:** This is automatically populated by ArcGIS but can be edited if desired

Topics & Keywords

- **Topic Categories (check boxes):** Check all that apply to this dataset
- **Theme Keywords:** Searchable keywords that describe what the data covers
- **Place Keywords:** Searchable keywords that describe the area covered by the data

Citation

- **Title:** Feature Class or Layer name (auto-completed by ArcGIS)
- **Published Date:** Date when the dataset is published or otherwise made available for release from source

Metadata

Details

- **Date Stamp:** The last update date for metadata. Auto-completed by ArcGIS but can be adjusted

Resource

Details

- **Status:** State of completeness of dataset, select from drop-down list
- **Spatial Representation Type:** Auto-completed by ArcGIS but can be manually edited if desired

Extents

- **Description:** Extents related to the time period of the data. That is, what is the time period covered by the data?
- **Temporal Period Extent:** 'Date of the Data' or time at which the data is accurate on the ground

Points of Contact

Contact
- **Contact Name:** Full name of person to be contacted about the metadata
- **Contact Organization:** Name of agency, company, division, department, etc.
- **Contact Position:** Contact title or position in the organization
- **Contact Role:** Role of this contact in the metadata preparation and publication

Contact Information
- **Email:** Email address of contact
- **Address:** Street address of organization or contact including suite or unit number
- **City:** Post office name, community, or city
- **State:** State or province
- **Postal Code:** Zip code, Zip +4 code, or postal code
- **Country:** County
- **Phone:** Phone number for contact or organization

Maintenance

- **Update Frequency:** The expected frequency of update of data
- **Next Update:** Scheduled date for next update of dataset

Constraints

- **General Constraints**: Restrictions and legal prerequisites of use. Replicated from Overview > Use Limitation

Distribution

Distributor
- **Contact:** A contact with the role of 'Distributor'. See fields under Points of Contact above
- **Ordering Instructions:** Complete ordering instructions and available date period if appropriate

Digital Transfer Options
- **Online Resource Description:** Where data is available, e.g. SanGIS Downloadable Data

Fields

Overview
- **Summary:** A detailed summary of the information provided by the resource's data
- **Citation:** Reference document that provides a description of the features, fields, and values

Attribute Details
- **Label:** Autocompleted by ArcGIS
- **Definition:** It is essential to complete this field with details about the attribute. Any codeset domain values and descriptions should be included here
- **Definition Source:** The authority that provided the description of the field's data
- **Type:** Automatically completed by ArcGIS
- **Width:** Automatically completed by ArcGIS
- **Precision:** Automatically completed by ArcGIS
- **Scale:** Automatically completed by ArcGIS
- **Indexed:** Automatically completed by ArcGIS