

Regional Metadata Standards Frequently Asked Questions (FAQ)

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12. Why do I have to enter two contacts in two different places (Resource Points of Contact and Resource Distribution)?

1. Am I limited to editing only the metadata elements listed in the Metadata Handbook?

No. The Metadata Reference Guide lists the minimum required elements. You are encouraged to add any and all ISO 19139 elements or other information to fully describe your data set, the conditions under which it should be used, etc.

2. I found an error in the document, who do I contact to have it corrected?

Contact SanGIS. You can call 858-874-7000 or send email to webmaster@sangis.org

3. What are the metadata requirements for the City of San Diego, the County of San Diego, or SANDAG?

The City of San Diego, the County of San Diego, and SANDAG all adhere to these minimum metadata element requirements. Depending on your project, the agency may require additional metadata. You should contact the City, County, or SANDAG to see if your submittal will require more than the minimum required elements.

4. What if I find a dataset on the Regional Data Warehouse that doesn't have metadata or doesn't meet the minimum requirements?

SanGIS is working to update all metadata for layers on the Regional Data Warehouse. This effort is expected to take some time and is not scheduled to be completed until at least June 2015. However, if you notice missing or incomplete metadata please contact SanGIS. You can send email to webmaster@sangis.org or call 858-874-7000

5. I would like to participate in setting future metadata standards (or changing the current requirements). What is the process?

The minimum metadata requirements have been established by a working group of the San Diego Regional GIS Council (SDRGC). You are invited to attend and participate in the group meetings. You are also encouraged to join the SDRGC. For information on the next working group meeting and/or to apply for membership, go to the [SDRGC web site](#).

6. Why was the ISO 19139 standard selected instead of the FGDC standard?

In the past regional metadata has used FGDC as the standard. However, the FGDC now recommends that federal agencies transition to the ISO 19139 standard. The metadata working group opted to follow that recommendation. You can review the FGDC recommendations at the [Geospatial Metadata Standards page](#).

7. Is there any information on how the working group arrived at these minimum required elements?

Yes. The working group presented a progress report to the San Diego Regional GIS Council (SDRGC) on April 23, 2014. You can view the report on the [SDRGC Documents page](#).

8. If I submit metadata to the agency will it be changed?

No. Metadata is the right and responsibility of the data owner. SanGIS will not alter the metadata you provide. However, SanGIS will not publish data layers that have incomplete, insufficient, or inaccurate metadata. SanGIS will review all metadata prior to publishing in the Regional Data Warehouse. If questions or deficiencies are found SanGIS will contact you to have them corrected before the data layer is published.

9. I have layers that have metadata but it was created using the FGDC standard. Is that sufficient?

Probably not. The metadata should be converted to the ISO 19139 standard in ArcGIS. While many of the FGDC elements will be converted to the ISO standard, not all of the ISO required elements will be completed. You will need to review the metadata using the ISO 19139 standard setting to insure that all required elements have been completed.

10. My metadata was created in a version of ArcGIS prior to 10.0. Will that work?

No. You will need to convert your metadata to version 10. See the Reference Guide (Appendix A) for information on converting metadata.

11. Is there a way to tell from the metadata if the layer I downloaded from the Regional Data Warehouse has been updated?

There are two things you should check. First, look at the metadata document on the Regional Data Warehouse (RDW). If the document shows more current dates than what your current layer has then you should get the latest data. Second, you can check the [Layer Update Reports](#) on the SanGIS website. This site will show recent layers updated, when the last monthly or quarterly updates were completed, and has a listing (in XLS and PDF files) of the complete list of available layers and the last time they were updated on the RDW.

12. Why do I have to enter two contacts in two different places (Resource Points of Contact and Resource Distribution)?

These are two different roles. The Resource Point of Contact should be the person that can answer questions about the data, how it was derived, how it should be used, limitations on use, etc. The Distributor Point of Contact should be the contact for questions about how to get the data, when it was last distributed, etc. In many cases these may be the same contact. If they are the same you only have to enter the contact information once and then reload the information from the Contact Manager when you get to the next section.