

Regional GIS Metadata Working Group

Thursday, June 26, 2014

2:30 pm – 3:30 pm

SANDAG Conference Room 8B

Attendees:

John Hofmockel (SANDAG)

Louise Wedley (SanGIS)

Melanie Casey (County of San Diego)

Scott Daescher (City of San Diego)

Agenda

1. Metadata Handbook Status
2. Quick Reference Guide
3. Publication Style
4. SDRGC Presentation July 9th

Regarding the “trim” Excel spreadsheet, Louise highlighted a few required metadata elements John had missed. Distribution Ordering Instructions and Distribution Online Resource Description are included as required elements. Fields Overview Description Citation and Fields Overview Description Summary are included as required elements.

Brad has reviewed the SanGIS Metadata Requirements “handbook” and the SanGIS Metadata Quick Reference Guide. Louise sent PDF drafts to the Working Group. Each of the group will review and send comments to Louise by Thursday, July 3<sup>rd</sup>. Louise (and Brad) will review. Louise will edit any changes into her “master” Word document.

Generally in order, we discussed Brad’s five questions (sent via email):

**1. Assuming the metadata requirements documents are approved by the group, when should SanGIS publish them and make the announcement to our users? Should this be done before or after the SDRGC meeting on July 9th?**

Publish after SDRGC. We decided we are very close but not quite ready. John will give a progress report at the SDRGC meeting.

**2. Assuming the metadata requirements are published by mid-July, when should we require compliance to the standard? Should we be asking for compliance by the end of the calendar year or the end fiscal year 2015?**

Scott suggests compliance by the end of fiscal year 2015. Melanie agrees, although many of the county’s layer metadata will be updated by the end of the calendar year. Further discussion with Brad is needed.

**3. What other documents, besides the reference guide and quick reference guide, should be published on our website (and SANDAG's, City, County, etc.)? Do we need any additional documentation? I'm thinking perhaps the metadata template and the publication style sheet?**

Scott suggests a FAQs list. Included will be a contacts list. The FAQs is probably dynamic. FAQ suggestions to John via email by July 21.

No metadata template(s). Each agency will develop its own custom in-house metadata template.

Once complete, the publication style sheet can be published. John is working on the stylesheet. See question 4.

**4. When will we have the publication style sheet done? This is essential to updating the metadata documents on the regional data warehouse. Has this been reviewed yet by the group? Has a draft been developed? What is the time frame for finishing it?**

John is developing publication stylesheet. He distributed a draft for comments. See below for draft style using schools as example.

Some known "bugs":

- Needs Header. logo?
- Needs Thumbnail
- The Description and Use Limitation text formatting tags inherited from the way Esri stores the tags in XML
- Paragraph and line breaks (e.g. the lat-long extents)
- Multiple tags. Lists only the first
- Coded values (e.g. Feature type of point, line, polygon codes 1, 2, 3 need to be converted from code to text)
- Spatial Reference

Comments and suggestions to John by July 21<sup>st</sup>. Discussion topic at next Working Group meeting. Possibly finalize by the end of July.

**5. What is the plan for the Metadata Working Group going forward from here?**

Finalizing the publication style

Compliance schedule

Other discussion topic: QA/QC

Louise plans to inspect all metadata before posting to SanGIS SDE or to the downloads site. This includes the quality of the required elements. Scott suggests this would be too much work. He suggests that SanGIS should check for required elements, but the actual content should be the responsibility of the City or County.

Next Metadata Working Group meeting sometime during the week after the Esri Conference (July 23??)



**TITLE:** schools

**SUMMARY:** Schools. Public and private grade school sites.

**FEATURE TYPE:**

**NUMBER OF RECORDS:** 1085

**PUBLICATION DATE:** 2013-12-01

**DATE OF DATA:** 2013-10-01

**DESCRIPTION:** <DIV STYLE="text-align:Left;"><DIV><DIV><P><SPAN><SPAN>School site addresses maintained by California Department of Education (CDE) were geocoded to the SanGIS Landbase of parcels and street centerlines. Using aerial imagery as a background, some points were manually relocated over school buildings. </SPAN></SPAN></P><P><SPAN /></P></DIV></DIV></DIV>

**CREDITS:** Source: California Department of Education (CDE), SANDAG, San Diego Geographic Information Source (SanGIS)

**USE LIMITATION:** <DIV STYLE="text-align:Left;"><DIV><DIV><P><SPAN>Do not redistribute without the written permission of SANDAG</SPAN></P></DIV></DIV></DIV>

#### **EXTENT**

**Extent Description:** San Diego region

**West:** -117.575241

**East:** -116.192951

**North:** 33.425781

**South:** 32.543296

**TAGS:** schools

**THEME KEYWORDS:** schools, public schools, private schools

**PLACE KEYWORDS::** San Diego region, San Diego County, San Diego

**RESOURCE STATUS:**

**RESOURCE TYPE:**

**UPDATE FREQUENCY:**

**NEXT UPDATE:** 2014-10-01

#### **ATTRIBUTES**

**Label:** FID

**Definition:** Internal feature number.

**Definition Source:** Esri

**Type:** OID

**Width:** 4

**Precision:** 0

**CONTACT INFO**

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**METADATA LAST UPDATE:** 20140626