

Cadastral Publication Data Guideline Metadata
Last Revised November 2009

The suggested metadata for published cadastral data follows the format suggested by the Federal Geographic Data Committee (FGDC) for essential metadata elements. These materials were developed by the FGDC and are provided with some specific cadastral explanations. Users should refer to the FGDC materials for tools for collecting metadata and for additional guidance on completing metadata.

**Content Standard for Digital Geospatial Metadata (CSDGM)
Essential Metadata Elements**

The following is a set of recommended metadata elements that can be used to as a *boilerplate* for the development of organizational metadata and templates. Users are strongly encouraged to consider the following as a starting place for template development and not a solution to minimizing the standard. The set represents an expansion to the purely mandatory elements specified by the Content Standard for Digital Geospatial Metadata (CSDGM). The set is best applied to GIS data and imagery maintained in standard horizontal coordinate systems. For more specialized data and data maintained in vertical and local horizontal coordinate systems, additional metadata elements become essential. For more information about CSDGM element definitions and domains see the following documents located at the FGDC Metadata Publication website,
<http://www.fgdc.gov/metadata/metadata-publications-list>

Content Standard for Digital Geospatial Metadata Workbook, Vers. 2.0
Metadata Quick Guide

Legend:

bold text = CSDGM mandatory element

plain text = CSDGM mandatory if applicable (MIA) element

italicized text = CSDGM optional element

stylized text = use of element is conditional

Note: the mandatory elements are mandatory if you have them. For example if the quality analysis has not been done, enter not completed or something to acknowledge the metadata attribute and to indicate that the information is not available.

Section One: Identification

Originator - It is recommended that you indicate the party responsible for the data set. While that is most commonly the organization that developed the data set, in some cases, it is not. For example, if a county planning department hires a contractor to build a street centerline road file, the planning department, not the contractor should be identified as the Originator.

Publication_Date - The date that the data was published or otherwise made available. Remember format: YYYYMMDD

Title - Minimum - where, what, when, best practice – who, why, resolution, filename, source e.g. *Tax Parcel Polygons for Garfield County Colorado, January 2009, Geographic NAD83, GarfieldCO.mdx*

Abstract – This is a summary of the data set. Be sure to include the following information

- general content and features (tax parcels for 2008 tax year)
- data set form (GIS personal geodatabase)
- geographic coverage (Garfield County CO)
- time period of content (tax year ending December 2008)
- special data characteristics or limitations (parcels accurate to 5 feet)

Purpose – What was the intended use of the original data? What is the business the data intends to support? For example real estate tax system management might be the purpose for tax parcels.

Time_Period_of_Content - The relevant date of the data content. Can be a single date, multiple dates, or a range of dates. For cadastral data this will most likely be the date of certification or last update date.

Currentness_Reference - The context for the Time_Period_of_Content. For example: an orthophotograph may have been compiled and delivered in June (publication date) but flown in February (ground condition). For cadastral data this is applicable for tax parcel data because the tax parcels may reflect the tax roll from the prior year.

Progress - The status of the data set, this field has a fixed domain of: “Complete”, “In Work”, and “Planned”. Published cadastral data will be typically be “Complete”. *Note* that federal agencies must create metadata for planned data acquisitions estimated at a cost of \$500,000 or greater (as of FY05) to enable discovery by potential data development partners.

Maintenance_and_Update_Frequency - This attribute states how frequently is the source information updated and how frequently is the publication data updated. Again for cadastral data this is typically either annually or as needed.

West_Bounding_Coordinates
East_Bounding_Coordinates
North_Bounding_Coordinates
South_Bounding_Coordinates

Theme_Thesaurus - The most common thesaurus for Cadastral Data will be the

FGDC Cadastral Data Content Standard. The 'ISO 19115 Topic Category' thesaurus should also be listed if you include the ISO Topic Category as described below.

Theme_Keywords - 'Cadastral' is an essential key word, others might be 'parcels', 'PLSS' and 'real estate tax data' depending on content in the data set. Be sure to include the international metadata Topic Category term 'planningCadastre' as a Theme Keyword to support translation of your metadata record from the FGDC metadata standard to the future 'North American Profile of the ISO 19115 Geospatial Metadata Standard'.

Place_Keyword_Thesaurus: The basis of the location names, the most commonly used is the Geographic Names Information System.

Place_Keywords – Place keywords describe the specific location or geographic extent of the data set such as the state, county, tribal lands or city.

Access_Constraints – Any limitations on access to the data. This might be a password protected FTP, a requirement to sign an agreement, for government-to-government data sharing or other controls on the access to the available data. It might also be no constraints.

Use_Constraints – These are constraints on the data can be used once it is supplied. A disclaimer on the fitness for use could be provided as a use constraint. Any restrictions or legal prerequisites to using the data set. Common constraints may include:

- must read and fully comprehend the metadata prior to data use.
- acknowledgement of the Originator when using the data set as a source.
- sharing of data products developed using the source data set with the Originator.
- data should not be used beyond the limits of the source accuracy.
- the data set is NOT a survey document and should not be utilized as such.

Point_of_Contact - The individual or organization that is knowledgeable about the data set and should be contacted with questions.

Contact_Organization (*preferred*) or **Contact_Person**

Contact_Position

Address_Type – Indicate if this is a 'mailing', 'physical' or 'mailing and physical' address.

Address

City

State_or_Province

Postal_Code

Contact_Voice_Telephone

- If data are available online:

Online_Linkage

Section Two: Data Quality

Logical_Consistency_Report - Did you check for bad values and conditions? Tests used to check for data inconsistencies including topological checks (gaps or overlaps) and database QA/QC routines such as: Does the total parcel value equal the sum of the improvements and the land values?

Completeness_Report - Is there anything I might expect to be in the data set that isn't? Identification of data omitted from the data set that might normally be expected, as well as the reason for the exclusion. This may include geographic exclusions, 'data was not available for the South Shores neighborhood'; categorical exclusions such non-taxable parcels were not included'; and definitions used such as all right of ways were mapped as 66 feet width.

Process_Description - How was the publication data set created from the operation and maintenance data? Is it a combination of several files from several sources such as GIS and the assessor? Was the data re-projected for publication?

Process_Date – When was the publication data set created? (Consider changing text to: Provide a date for the described data creation process.)

• If data assessments were performed:

Attribute_Accuracy_Report (*if applicable*) - How sure are you that the PIN is correct? Assessments as to how 'true' the attribute values may be. May refer to field checks, crosschecks with other documents, statistical analysis of values, and parallel independent measures. For example do all parcels with a site address have a structure value? It does NOT refer to the positional accuracy of the feature.

Horizontal_(Vertical) Positional_Accuracy_Report (*if applicable*) - How sure are you that the parcel boundary is where you say it is? These are assessments as to the horizontal and/or vertical location of features. May refer to field checks, survey quality, crosschecks with other locational references, or other positional accuracy checks.

Section Three: Spatial Data Organization Information

Direct_Spatial_Reference_Method - Any precise method of locating the data without the use of coordinates. Includes:

- Geographic Names Index System (GNIS) place names like cities
- Public Land Survey System (PLSS) locations
- Parcel number

Note that the ESRI Metadata editor only allows for one entry for this element.

Section Four: Spatial Reference Information

Horizontal_Datum

Ellipsoid_Name

Semi-Major_Axis

Denominator_of_Flattening_Ratio

Horizontal Coordinate System (compound element)

If Geographic (Lat/Lon):

Latitude_Resolution

Longitude_Resolution

Geographic_Coordinate_Units

or

If Planar (projected) data:

Planar_Coordinate_Encoding_Method

Abscissa_Resolution

Ordinate_Resolution

Planar_Distance_Units f Map Projection:

Map_Projection_Name

< **projection parameters** – *vary with Projection* >

or

If Grid Coordinate System:

Grid_Coordinate_System_Name

< **coordinate system parameters** - *vary with Coordinate System*>

• Additional elements are required for data maintained using:

Distance_and_Bearing_Representation

Local_Planar_Horizontal_Coordinate_System

Local_Horizontal_Coordinate_System

Vertical_Coordinate_System

Section Five: Entity and Attribute Information

Entity_and_Attribute_Overview

and/or

Entity_and_Attribute_Detailed_Description

if the data includes a database that is not documented, you are strongly encouraged to develop the detailed description

The FGDC Cadastral Subcommittee has developed documentation for the attributes in the core parcel data set and has published this information in the Cadastral Publication Data Guideline. This document can be used as reference for generating attribute definitions. Be sure to include information on codes that may be provided through local implementation and any local interpretation of values or attributes.

Section Six: Distribution Information

Distributor_Contact

Contact_Organization (*preferred*) or **Contact_Person**

Contact_Position

Address_Type

Address

City

State_or_Province

Postal_Code

Contact_Voice_Telephone

Distribution_Liability

Section Seven: Metadata Reference

Metadata_Date

Metadata_Contact

Contact_Organization or **Contact_Person**

Contact_Position

Address_Type

Address

City

State_or_Province

Postal_Code

Contact_Voice_Telephone

Metadata_Standard_Name

typically listed as 'FGDC Content Standard for Digital Geospatial Metadata'

Metadata_Standard_Version

typically listed as 'FGDC-STD-001-1998'