

 Missouri Department of Natural Resources Administrative Policies and Procedures		
Chapter 8 Data Processing Content Standard for Digital Geospatial Metadata Policy		
Overview of Geospatial Metadata Review Procedures	Effective date	Revised
Number: 8.02-01	April 15, 2003	February 7, 2005

The Department of Natural Resources' (DNR) spatial data exists in a variety of formats and systems, including paper maps and reports, tabular databases, spreadsheets, statistical and modeling applications, and geographic information systems (GIS) databases and files. Agency staff, external partners, and other users need spatial data and documentation to make informed decisions about many different resource and facility management activities. Both data producers and consumers must be able to understand and evaluate certain information about data in order to ensure that it can be used to support their specific business goals and needs.

The procedures described in this overview document and in the two related procedures documents are designed to ensure that the information that our department publishes meets department standards. These standards are designed primarily to facilitate consistent communication of information, to ensure the quality of the metadata that describe spatial data sets, and to document the limits of our liability.

Applicable Department Standards

Department of Natural Resources Administrative Policy number 8.01-00, *Content Standard for Digital Geospatial Metadata*, provides direction on when metadata are to be included with a data set and defines the components that must be included in the metadata. The [Federal Geographic Data Committee](#) (FGDC) standard on which this policy is based is intended to provide a common set of terminology and definitions for the documentation of digital geospatial data and to define the information required by a prospective user to determine the fitness of a set of geospatial data for an intended use. This standard is intended to ensure that all of the required content is present.

Policy number 8.01-01, *Digital Geospatial Metadata Component Content Standard*, provides direction on the content of the required metadata components, and attempts to ensure that they are consistent with department publication guidelines and with other metadata distributed by the department. It provides guidance regarding the formatting of specific metadata components, providing definitions for coded data, and identifying unknown data values. This standard is intended to ensure that required metadata components are consistent and understandable to data consumers.

 Missouri Department of Natural Resources Administrative Policies and Procedures		
Chapter 8 Data Processing Content Standard for Digital Geospatial Metadata Policy		
Overview of Geospatial Metadata Review Procedures	Effective date	Revised
Number: 8.02-01	April 15, 2003	February 7, 2005

Roles and Responsibilities

Metadata content and component reviewers

The metadata content and metadata component reviewers are responsible for ensuring that metadata are in compliance with department policy (8.02) and for informing the editor of their findings by providing documentation of the review. The procedures are described in Metadata Content Review Procedures (8.02-02)

Editor

This is the person primarily responsible for creating or updating the GIS data and metadata and for coordinating the reviews. The editor may perform the reviews or may ask other staff to perform them. The editor may request that ITSD GIS staff perform the reviews. If the editor chooses to take advantage of this service, the editor is responsible for informing the department GIS Coordinator of the request and for placing a copy of the data set in the \\n-nr2g\ngis\REVIEW folder.

Once the metadata content and component reviews are complete, the editor is responsible for addressing any issues that were identified, and for indicating this in the documentation provided by the reviewer. The editor will then add the following text in the Identification Information, Description, Supplemental Information section of the metadata, substituting the appropriate information for the text shown in italics:

The metadata content associated with this data set was reviewed by REVIEWER_NAME on YYYYMMDD. The metadata content review is intended to ensure that all of the required content is present. The components comprising the metadata document were reviewed by REVIEWER_NAME on YYYYMMDD. The metadata component review is intended to ensure that required metadata components are consistent and understandable to data consumers.

The editor is responsible for providing:

- the completed review documents
- a copy of the final version of the data set in the \\n-nr2g\ngis\REVIEW folder
- notification to the department GIS Coordinator that the above are ready

 Missouri Department of Natural Resources Administrative Policies and Procedures		
Chapter 8 Data Processing Content Standard for Digital Geospatial Metadata Policy		
Overview of Geospatial Metadata Review Procedures	Effective date	Revised
Number: 8.02-01	April 15, 2003	February 7, 2005

Department GIS Coordinator

This person is responsible for assigning metadata content review requests to ITSD GIS staff and ensuring that their work is completed within two weeks of the receipt of notification from the editor. The department GIS Coordinator will also ensure that documentation from ITSD GIS staff is provided to the editor when the review is complete.

Once the editor provides the review documents, the data set, and notification of their availability, the GIS Coordinator is responsible for ensuring the following within one week:

- reviewer information is recorded in the metadata
- the name of data set is compatible with established systems and naming conventions
- data set and attribute names do not use reserved characters (non-alphabetic and non-numeric characters with the exception of the underscore "_" character) or reserved words (databases set aside reserved words to avoid conflicts with database parameters and to ensure data portability).
- attribute names do not exceed 10 characters in length
- spatial reference information is associated with the data set
- the spatial reference is set to the North American Datum of 1983 (NAD 83), Universal Transverse Mercator (UTM) System, Zone 15 North, and units of measure are meters to ensure consistency in core data sets
- the metadata are updated to reflect the above changes if needed
- the metadata are exported in .html and .txt formats for Intranet use and for public use via distribution through the Missouri Spatial Data Information Service (MSDIS)
- data and metadata are distributed to the MSDIS
- data and metadata are available to department staff through the ArcSDE service and the department GIS file server. It is important to note that if the data are replacing existing data in department GIS data storage areas; a notice will be sent to the GIS user community one week before the updates are posted, allowing them a chance to archive data for ongoing projects. This one-week notice is standard practice for updates to existing spatial data that are already in use by department staff.