# Standard 187.10 - Metadata Standard

Purpose

Establishes the requirement for documenting agency applications, data and data services through the creation and use of metadata. Metadata plays a fundamental role in the successful management of information and services. The objective of this standard is to protect the states investment in significant information assets through standardized documentation.

Statutory Authority

The provisions of RCW 43.105.041 detail the powers and duties of the Technology Services Board (TSB), including the authority to develop statewide or interagency information services and technical policies, standards, and procedures.

Scope and Exemptions

This standard applies to state of Washington executive branch agencies, agencies headed by separately elected officials, and institutions of higher education referred to as “agencies” throughout this document. Institutions of higher education are exempt but are invited to conform where feasible. This standard applies to those data shared via state open data portals.

Standard

The Metadata Elements described below (based on Dublin Core and ISO) constitute the minimum metadata elements and are required for all open data state applications, data and data services.

For geospatial data, application and data services, the minimum metadata elements are extended to include additional fields as outlined in the “Washington Guideline for Geospatial Metadata” as approved by the Geospatial Information Technology Committee. Geospatial data, applications and data services include explicit coordinates or spatial geometry.

Non-geospatial data may include location elements that communicate the general location (e.g. fields for county, legislative district, address) and are not required to follow the “Washington Guidelines for Geospatial Metadata”.

Unstructured data, narrative documents, or materials in records retention or archival storage are not required to comply with this standard.

Metadata Basic Standard

All Washington State Agency information systems shared to open data portals are expected to include the following data elements in each of the following categories. Agencies are strongly encouraged to include documentation in plain language about the attributes in a dataset when possible.

Identification Information

|  |  |  |  |
| --- | --- | --- | --- |
| ***Element*** | ***Description*** | ***Format/Example*** | |
| **Title** | A name given to the resource. | Format: Character  Example: Water Rights Applications | |
| **Description / Abstract** | An account, description or overview of the service or resource. | Format: Character  Example: Pending Water Right Applications in Washington State. Includes both applications for new water rights and to change existing water rights. | |
| **Service URL** | Standard web address to access or link to the service or resource. | Format: Character  [Example: https://data.wa.gov/Natural-Resources- Environment/Water-Right-Applications/9ubz-5r4b](https://data.wa.gov/Natural-Resources-Environment/Water-Right-Applications/9ubz-5r4b) [1] | |
| **Format** | The nature or genre of the resource.  To describe the file format, physical medium or dimension of the resource. | Format: Character  Example: OGC KML XML, REST |
| **Originator** | The entity responsible for publishing the service or resource. | Format: Character  Example: Water Quality Program Manager, Washington Department of Ecology, PO box 42222 Olympia, WA 98504-9999 |
| **Publication Date** | The date the service or resource was first made available. | Format: Date  Example: Oct 11, 2012 |
| **Metadata language** | The language in which the service or resource is published. | Format: Character Example: English |

Data Theme

|  |  |  |
| --- | --- | --- |
| ***Element*** | ***Description*** | ***Format/Example*** |
| **Theme Topic** | Identifies the most applicable 19 ISO Data Categories. | Format: Character  Example: Economic, Environmental, Public Safety |

Data Time Period

|  |  |  |
| --- | --- | --- |
| ***Element*** | ***Description*** | ***Format/Example*** |
| **PeriodofTime (optional)** | The timeframe of the data content available in the dataset. | Format: Character  Example: July 1, 2015-June 30 2016 |
| **Posting Frequency** | Planned refresh or update cycle. This is a goal, not a guarantee. Corresponds to Dublin Core value “Coverage (Temporal)”. | Format:Character Example:Annually Example: Hourly |

Revision History

|  |  |
| --- | --- |
| **Date** | **Action taken** |
| March 10, 2020 | Approved by Technology Services Board |
| July 26, 2019 | Standard supersedes existing standard 187.10 and rescinds geospatial standards 161.02 & 161.05 |
| July 26, 2019 | Adopted by state CIO |
| February 25, 2019 | Updates from Geospatial Metadata Workgroup |
| December 9, 2015 | Approved by Technology Services Board |
| October 14, 2015 | Adopted by state CIO |

CONTACT INFORMATION

Contact the [OCIO Policy & Waiver Mailbox](mailto:ocio.policy@ocio.wa.gov?subject=Policy%20184%3A%20Data%20Center%20Investment%20%20Info%20or%20Waiver%20Request) for questions on policy and standards.

SUNSET REVIEW DATE: July 26, 2022

ADOPTION DATE: July 26, 2019

APPROVAL DATE: March 10, 2020 TSB Meeting

APPROVING AUTHORITY: Jim Weaver, State CIO & Chair TSB