

Metadata Guide (updated May 23, 2017)

Initial Setup

- Establish Web Accessible Folder (WAF) or use WAF from OCIO: Contact OCIO Geospatial Office for more information.
- Provide WAF URL to OCIO

Create Data & Metadata

- FGDC-CSDGM Format:
 - [State Metadata Policies](#)
 - [Federal GeoSpatial Metadata Standards](#)

Validate metadata

- Official Validation Check is [USGS Validation Tool](#)
- Iterate through validation tool until all errors are corrected to green or yellow
- Correcting errors during validation can be a challenge – see [Metadata Q&A](#) document for tips and tricks

Export & Copy

- Export Metadata to XML File
- Copy XML to WAF

Verify & Update

- Within 72 hours, verify metadata is in [clearinghouse](#)
- Update every 2 years at minimum

Other resources

- [Creating and managing FGDC Metadata - ESRI](#)
- [Illustrated guide to complete FGDC Metadata - ESRI](#)
- Contact your system administrator for access to your local Web Accessible Folder (WAF) or WATech for more information.