#  Standard Number 187.10 Effective Date: July 26, 2019

 **Metadata Standard Related Documents:**

* Geospatial Procedure Process
* Waiver Process

**See Also:**

RCW 43.105.041 details 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.

**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: CharacterExample: Water Rights Applications |
| **Description / Abstract** | An account, description or overview of the service or resource. | Format: CharacterExample: 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: CharacterExample: OGC KML XML, REST |
| **Originator** | The entity responsible for publishing the service or resource. | Format: CharacterExample: 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: DateExample: 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: CharacterExample: Economic, Environmental, Public Safety |

Data Time Period

|  |  |  |
| --- | --- | --- |
| ***Element*** | ***Description*** | ***Format/Example*** |
| **PeriodofTime (optional)** | The timeframe of the data content available in the dataset. | Format: CharacterExample: 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 |

References

The Dublin Core Metadata Element Set. [http://www.dublincore.org/documents/dces](http://www.dublincore.org/documents/dces/)/ [2]

Federal Geographic Data Committee FGDC-STD-001-1998 Content Standard for Digital Geospatial Metadata. <http://www.fgdc.gov/metadata/csdgm>[3]

ISO 15836:2009, Information and Documentation –The Dublin Core metadata element set. <http://www.iso.org/iso/catalogue_detail.htm?csnumber=52142>[4]

The Singapore Framework for Dublin Core Application Profiles. http://dublincore.org/documents/singapore-[framework/ [5]](http://dublincore.org/documents/singapore-framework/)

# Definitions

*Note: In order to keep policies clear and short, definitions are not part of the published policy. The section below is published with the draft but the terms defined will be removed to the common OCIO policy on definitions.*

Metadata – data about data. Metadata is a summary document providing content, quality, type, creation and spatial information about a data set or other resource (for example, MP3 files, books, reports, websites, satellite images or GIS datasets).

Dublin Core Metadata Element Set – establishes a standard for cross-domain resource description and has been standardized as the ISO Standard 15836:2009.

ISO – the International Organization for Standardization. They develop and publish international standards. Resource – refer to any objects of interest such as books, reports, datasets, services, applications, websites, satellite images, videos, etc.

# Revision History

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

**CONTACT INFORMATION**

Contact the OCIO Policy & Waiver Mailbox for questions on policy and standards.

**SUNSET REVIEW DATE:** July 26, 2022

**ADOPTION DATE:** July 26, 2019

**APPROVAL DATE:** TBD – September TSB Meeting

**APPROVING AUTHORITY:** Jim Weaver, State CIO & Chair TSB