

*Version 1.4*

# Definitions for Survey and Census Metadata

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*Census Bureau Standard*

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## Document Management & Control <sup>1</sup>

Version	Issue Date	Approval	Description
1.0	19 Dec 02	M&S Council	Initial Release
1.1	13 Feb 03	M&S Council	Reissue
1.2	09 Jul 03	Associate Directors	Initial Concurrence
1.3	27 Dec 04	Configuration Mgr.	Reformatted to comply with Census Bureau Identity Standard and Quality Program Document Management Plan
1.4	09 Mar 06	Configuration Mgr.	Inserted hyperlinks for supporting documents

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<sup>1</sup> **The most current version of this document is maintained on the Census Bureau Intranet and may be accessed from the Quality Management Repository.**

# Census Bureau Standard: Definitions for Survey and Census Metadata

## Introduction

The Census Bureau Methodology and Standards Council sets statistical and survey standards for Census Bureau surveys and censuses. This responsibility encompasses setting relevant standards for Census Bureau data products as well as surveys and censuses. This standard establishes an approach for informing data users about the survey and census metadata associated with all Census Bureau survey and census documentation and data products by establishing standard definitions for the metadata. The standard definitions are provided in the framework of the Corporate Metadata Repository for easy reference and application when documenting survey metadata. This standard has applications for both research users and production users.

## Scope

These standard definitions apply to documentation and data products disseminated by the Census Bureau for its survey and census programs, however collected, derived, or assembled, and irrespective of the medium of dissemination or the source of funding.

## Standard

The standard for survey and census statistical and methodological metadata – its organization and definitions – is provided in Supporting Document A. (Supporting Document B is the alphabetized organization of the metadata definitions referencing Supporting Document A.) This conceptualization displays the multi-level tiers and organization of detail metadata within the Corporate Metadata Repository (CMR) accessible via the Census Bureau Intranet <http://cmr.ssd.census.gov>. It provides definitions associated with surveys and censuses. These definitions are intended to be the basis for survey design and planning and are to be used to document survey methods and quality measures. Over time, divisions may enhance the coverage and content of this metadata to meet the needs of individual programs within the established structure. The structure was designed by a cross-directorate team of Census Bureau statisticians and methodologists to ensure that a variety of users would understand it and that it would meet the varied program needs. A paper, *Metadata and Quality from the Viewpoint of Statisticians and Survey Methodologists* (Hoy, 2001), located in the Quality Management Repository, provides a textual description and explanation of the organization of this metadata standard.

## Responsibilities

### Program areas will be responsible for the following:

- using the definitions in ongoing surveys and censuses, as programs are able;

- using the definitions in designing and planning new surveys and censuses; and
- using the definitions for documenting survey methods and quality measures, as programs are able. When revising existing documentation or preparing documentation for new surveys and censuses, programs should use the definitions in this standard.

**The Methodology and Standards Council will be responsible for the following:**

- the initiation of periodic evaluations, reviews, and updates to the standard, as necessary; and
- guidance to program areas in the development and usage of the standard.

## **Implementation**

These standard definitions are ready for implementation immediately. For program areas that have access and interface tools with the CMR, they can be used in the context of the CMR; other program areas should use these definitions as appropriate within their current program documentation. If there are specific situations where these definitions are not appropriate for documenting survey research, survey design, survey methodology, or data products, these situations should be brought to the attention of the Methodology and Standards Council.

## **Inquiries**

Inquiries relating to the interpretation of these standard definitions should be addressed to the Census Bureau Methodology and Standards Council.

### *Supporting Documents:*

- A [Organization of Metadata](#)
- B [Alphabetized Organization of Metadata Definitions](#)

**Recommended by Census Bureau Methodology and Standards Council:**

*Signed Cynthia Z.F. Clark, February 13, 2003*

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