

03HQAG0160  
Interim Report

02Organization\_name: Miami Valley Regional Planning Commission  
03street1: One Dayton Centre Suite 260  
04street2: One South Main St.  
05city/state: Dayton, OH  
06zip: 45402  
07website: www.mvrpc.org  
08collab\_orgs:  
10Project\_leader: Michael Lucas  
11phone: 937-223-6323  
12fax: 937-223-9750  
13email: mlucas@mvrpc.org  
14num\_metadata\_com: interim total, not complete count  
14num\_metadata\_files: 5  
15clearinghouse\_com: Future location of metadata created by this project  
- no files available yet.  
15clearinghouse\_node:  
<http://metadataexplorer.gis.state.oh.us/metadataexplorer/explorer.jsp>  
16train\_individ\_com: Yes, created policy and metadata templates for staff  
that create or edit shapefiles.  
16train\_individual\_num: 3  
17workshop\_com:  
17workshop\_num:  
17workshop\_part:  
18regional\_coord:  
19proj\_narrative: MVRPC is implementing metadata creation into the  
daily workflow of GIS staff through training and internal policies. Three  
staff members attended FGDC 'Don't Duck Metadata' training in September, 2003  
and came away with a much better understanding of metadata. A metadata  
template was created for use by MVRPC staff to streamline and standardize  
metadata creation. MVRPC staff is working with the Ohio Geographically  
Referenced Information Program (OGRIP) to create metadata guidelines for the  
State of Ohio. MVRPC will be basing the final internal policy on when  
metadata should be updated and created on the State guidelines. Staff needs  
to focus on creating metadata for existing shapefiles, which will be the  
majority of metadata created for this project.  
20cap\_feedback: The Don't Duck Metadata training was excellent and  
very helpful for our staff. Linda Wayne did an admirable job making a dry  
subject engaging and informative. All three staff members learned a lot, and  
the training demistified metadata. Creating metadata templates in Arc  
Explorer was very useful.