APPENDIX - D

FGDC METADATA INFORMATION
REQUIRED INFORMATION FOR FGDC COMPLIANCE - ALL ITEMS UNDER "REQUIRED
INFORMATION" MUST BE COMPLETED!

---REQUIRED INFORMATION---

CITATION INFORMATION

> ORIGINATOR: The organization or individual who developed the data; for example, authors
> would be the originators of a book.

> PUBLICATION DATE: The date when the data set is made available for release or otherwise
> published. Dates can be provided as a year, a year and a month, or as a year, month, and day.
> Dates should be provided in the format YYYYMMDD (e.g. 20000921).

> TITLE: The name of the dataset, filename.

DESCRIPTION INFORMATION

> ABSTRACT: Abstract briefly describes the "what" aspects of the data. For example, what
> information is in the data set? What area is covered?

> PURPOSE: Purpose describes the "why" aspects. For example, why was the data set created?

TIME PERIOD OF CONTENT INFORMATION

> CALENDAR DATE: The year (and optionally month, or month and day) for which the data set
> corresponds to the ground, or "ground condition." The ground condition is the date for when the
> real world looked the way it is described by the data (e.g. the calendar date/ground condition for a
> set of aerial photographs would be the date or dates that the pictures were taken). Dates should
> be provided in the format YYYYMMDD (e.g. 20000921).

> CURRENTNESS REFERENCE: Indicate the basis on which the time period of content
> information was determined. Most potential users are interested in a data set's currentness with
> regard to the "ground condition" (that is, when the "real world" looked the way it is described in
> the data set). Unfortunately, sometimes only the date that the information was recorded or
> published - perhaps weeks, months, or even years after it was collected - is known. Or the time
> period of content dates may have been derived in some other fashion (e.g. from a text phrase
> such as Summer, 1992). The Currentness Reference element requires the producer to identify
> whether the Time Period of Content dates refer to the ground condition, to some later time when
> the information was published, or are derived from some source. The choices for this section
> would be: ground condition, publication date, or free text.

STATUS INFORMATION

> PROGRESS: The state of the data set. Use words such as complete, in work, or planned.

> UPDATE FREQUENCY: The frequency with which changes and additions are made to the data
> set after the initial data set is complete. Use words such as annually, as needed, continually,
> daily, irregular, monthly, none planned, quarterly, unknown, weekly, or other text describing
> when the data is updated.

KEYWORDS INFORMATION

> THEME: Common use word or phrase (keywords) used to describe the subject of the data set.
> Keywords are words or phrases that index the contents of the data source; they are very useful
> when searching for data. Theme is not the file name (e.g. creeks.shp, pipeline.shp, etc).

> THESAURUS: You must specify whether or not the theme keywords were derived from a formal
> thesaurus. If not, type "None"; otherwise, provide the name of the thesaurus.

ACCESS INFORMATION

ACCESS CONSTRAINTS: Restrictions and legal prerequisites for accessing the data set. If there are no access constraints, the value of the appropriate element should be "None".

USE CONSTRAINTS: Restrictions and legal prerequisites for using the data set after access is granted. If there are no use constraints, the value of the appropriate element should be "None".

POINT OF CONTACT INFORMATION: The name of the individual/organization to contact to gain information about the data set. The current information will be used as the default for the point of contact information.

SCVWD CONTACT: CADD & Geographic Services Unit Manager
Santa Clara Valley Water District
5750 Almaden Expressway
San Jose, California 95118-3614
(408) 265-2600

DISTRIBUTION CONTACT INFORMATION (If Applicable):

CONTACT PERSON: The name of the individual to contact where the data set was acquired.
CONTACT ORGANIZATION: The name of the organization to contact where the data set was acquired.
ADDRESS: The address of the organization or the individual.
CITY: The city of the address.
STATE OR PROVINCE: The state or province of the address.

METADATA CONTACT INFORMATION: The party who is responsible for creating the metadata must be included as the metadata contact; they should be able to answer questions about or receive reports about errors in the metadata.

CONTACT PERSON: The name of the individual who created the metadata.
CONTACT ORGANIZATION: The organization associated with the creation of the metadata.
ADDRESS: The address of the organization or the individual.
CITY: The city of the address.
STATE OR PROVINCE: The state or province of the address.
METADATA DATE: When the metadata was last updated (YYYYMMDD).

---ADDITIONAL INFORMATION ---

DATA ACCURACY/QUALITY

ORIGINAL SOURCE/SCALE: The original source and scale at which the data was derived from.

LOGICAL CONSISTENCY: Describes the topological integrity of the data. For example, do lines intersect only where intended? Are there any duplicate lines? Are any polygons too small? You may want to report the software used to test and verify the topological integrity of the data.

COMPLETENESS: Includes information about omissions, selection criteria, generalization, definitions used, and other rules used to derive the data. For example, you may want to include information about thresholds such as the minimum area for polygons.

PROCESS DESCRIPTION: Provide details of the steps taken to construct the data. For each detail, provide a description including the parameters or tolerances used; as well as dates, software, and the process contact. (i.e. "update log")
ATTRIBUTE ACCURACY REPORT: An explanation of the accuracy of the identification of entities and assignments of values in the data set and a description of the tests used. Attribute descriptions should go in this section as well.

SPACIAL REFERENCE INFORMATION

PROJECTION: California Stateplane, NAD 83, Zone 3, Feet

NOTES: