



CDFW Minimum Metadata Standards

This document is intended to provide guidance in identifying and compiling the necessary metadata to accompany all geospatial datasets produced by, produced for, or shared with the Department.

The items listed below describe the minimum metadata elements that must be completed for each dataset. The timely capture of metadata is fundamental to the quality of the dataset as a whole in order to document what the data are intended to represent, how and when it was created, who created it and why it was created.

Please provide metadata for each geospatial dataset individually.

Summary:	Briefly describe what the dataset is about (who, what, where, when). Include any limitations of the dataset, assumptions made, and if there is anything special that the user of these data should be aware of.
Description:	Briefly describe why the dataset was created.
Date:	The date or range of dates when the data were gathered, or the date the photos, maps or other items at the core of the dataset were created.
Point of Contact:	Contact information for an individual or organization that is knowledgeable about the dataset. It should include the person or organization's name, a telephone number and/or an email address.
Field Definitions:	List and define each field used in your dataset, database, or spreadsheet.
Abbreviation Definitions:	For any field that contains numeric or alphabetic codes (e.g., SAC = Sacramento County), list each code/abbreviation and provide an unabbreviated definition.
Access Constraints:	Is there a need to limit who has access to see or read this dataset? If so, include a specific description of these constraints. If not, put " None ".
Use Constraints:	Is there a need to limit the use of this dataset to certain people or to specific tasks? If so, include a specific description of these constraints. If not, put " None ". Also if a specific citation format should be used, include it here.
Data Distribution:	Identify the individual or organization or URL where the data is available. If the data is submitted to BIOS, BIOS will be the distributor unless otherwise desired.
Progress:	Detail if this datasets is Complete or Incomplete .
Update Frequency:	Possible values are: Continually, Daily, Weekly, Monthly, Annually, Unknown, As Needed, Irregular, None Planned , or
Keywords (optional):	Words or short phrases summarizing an aspect of the dataset, used to allow people to find your dataset with quick keyword searches. Theme: Subjects covered by the dataset. Place: Geographic locations characterized by the dataset.

These next 2 items are often defined as part of geospatial datasets, but it should be verified.

Projection: What is the Projected Coordinate System name?
California Teale Albers (preferred)

Datum (or Geographic Coordinate System): Which Datum is the projection in?
NAD83 (GCS_North_American_1983) (preferred)

The Biogeographic Data Branch provides a [guide to map projections and datums](#) that you may find useful.