

Federal Geographic Data Committee

National Geospatial Data Assets (NGDA) Metadata Guidelines

Metadata Content That Makes Your Data Discoverable as an NGDA Dataset

Version 2.0

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Document History

Version	Primary Authors	Description	Date Completed
1.0	Carlino, Urban- Mathieux, Irvine, Wayne	Initial draft incorporating uniform and standardized keywords, thesaurus, and NGDA titling	Oct 10, 2014
2.0	Carlino, Urban- Mathieux, Irvine, Wayne	Clarified ISO and CSDGM examples based on data.gov style formats Added Project Open Data (POD) JSON metadata format (temporary to creating or CSDGM and/or ISO metadata Clarified NGDA titling	Jan 10, 2015

National Geospatial Data Assets (NGDA) Metadata Guidelines

National Geospatial Data Assets (NGDA) Datasets are national resources as designated by [OMB Circular A– 16 Supplemental Guidance \(November 2010\)](#). For those managing NGDA Datasets, the following metadata recommendations are provided to promote the discovery and use of NDGA data resources.

This guidance is in addendum to:

[Metadata Recommendations Supporting Data Discovery and Use in Data.gov and GeoPlatform.gov.](#)

The guidance below is intended to illustrate examples for International Organization for Standardization (ISO), Content Standard for Digital Geospatial Metadata (CSDGM) (FGDC), and Project Open Data (POD) Java Script Object Notation (JSON) V1.1 metadata creation that will identify your metadata as a National Geospatial Data Asset (NGDA). Geospatial data should have metadata written in FGDC endorsed formats including CSDGM and ISO. **Please note that the Project Open Data JSON examples are provided to facilitate NGDA dataset registration for agencies that are in the process of creating the CSDGM/ISO records.**

Keywords and Thesaurus

Keywords provide a means of identifying NGDA designated datasets. Include the following Keywords and Thesaurus reference in the metadata when documenting your NGDA Dataset.

Keyword (ISO, CSDGM, POD)	Rationale and Comments
'NGDA'	Inclusion of the acronym 'NGDA' in your Theme Keywords facilitates discovery within the Data.gov/GeoPlatform.gov system.
'National Geospatial Data Asset'	Inclusion of the full phrase 'National Geospatial Data Asset' explains the NGDA acronym for those not familiar with the program and facilitates user understanding of the status of the dataset.
Your NGDA specified theme	<p>Inclusion of the NGDA specified theme to which your dataset is assigned enables those interested in Theme specific dataset to discover the NGDA designated resource and promote use of that resource.</p> <p>https://www.fgdc.gov/initiatives/portfolio-management/themes</p> <p>Use the list of NGDA Theme Keywords provided below <i>exactly as written</i>. The addition of the term 'Theme' and removal of all punctuations and spacing ensure that the Keywords will be properly displayed in Data.gov and GeoPlatform.gov:</p> <ul style="list-style-type: none"> Biota Theme Cadastral Theme Climate and Weather Theme Cultural Resources Theme Elevation Theme Geodetic Control Theme Geology Theme Governmental Units and Administrative and Statistical Boundaries Theme Imagery Theme Land Use Land Cover Theme Real Property Theme Soils Theme Transportation Theme Utilities Theme Water Inland Theme Water Oceans and Coasts Theme

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Keyword Thesaurus (ISO, CSDGM, POD)	Rationale and Comments
'NGDA Portfolio Themes'	Inclusion of the 'NGDA Portfolio Themes' as a Keyword Thesaurus (additional Keyword in POD) supports recognition of the dataset as an NGDA resource.
Theme (POD Only)	Rationale and Comments
'Geospatial'	Theme has a separate context in Project Open Data. Identifying the theme with the term 'Geospatial' identifies the dataset as being geospatial.

Data.gov Style Template Keyword and Thesaurus Examples

ISO Keyword and Thesaurus Example:

In this example from view full ISO metadata, the keywords are arranged in a collection (not to be confused with a collection of metadata records). The collection consists of keywords associated with a particular thesaurus. In this case, the NGDA required keywords are shown in the first collection and are based on the NGDA Portfolio Themes Thesaurus. The second set of keywords in the keyword collection, are based on an ANSI INCITS Thesaurus.

Keyword Collection:

Keyword: NGDA

Keyword: National Geospatial Data Asset

Keyword: Governmental Units and Administrative and Statistical Boundaries Theme

Associated Thesaurus: NGDA Portfolio Themes

Keyword: United States

Keyword: U.S.

Associated Thesaurus: ANSI INCITS 38:2009 (Formerly FIPS 5-2), ANSI INCITS 31:2009 (Formerly FIPS 6-4), ANSI INCITS 454:2009 (Formerly FIPS 8-6), ANSI INCITS 455:2009 (Formerly FIPS 9-1), ANSI INCITS 446:2008 (Geographic Names Information System (GNIS))

CSDGM Keyword, Theme, and Thesaurus Example:

In this example from view full CSDGM metadata, the keywords are arranged by a theme (no relation to A-16 Themes). The keywords in a theme are related to a particular thesaurus. In this case, the NGDA required keywords are shown in the first theme and based on the NGDA Portfolio Themes Thesaurus. The second set of keywords in the keywords theme, are needed by the authors to further identify the metadata but have no relation to a particular thesaurus.

Keywords:

Theme:

Theme Keyword Thesaurus: NGDA Portfolio Themes

Theme Keyword: NGDA

Theme Keyword: National Geospatial Data Asset

Theme Keyword: Governmental Units and Administrative and Statistical Boundaries Theme

Theme:

Theme Keyword Thesaurus: None

Theme Keyword: Cartographic Boundary

Theme Keyword: State

Theme Keyword: County

Theme Keyword: Census Tract

Theme Keyword: Boundaries

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POD JSON V1.1 Theme and Keyword Example:

In this example (no style format currently exists in data.gov), the Theme identifies the dataset as being geospatial data. The Keyword includes all the keywords that identify the data as an NGDA and also includes the NGDA Portfolio Themes Thesaurus.

Theme (label : Category) : Geospatial

Keyword (label : Tags) : NGDA Portfolio Themes, NGDA, National Geospatial Data Asset, Governmental Units and Administrative and Statistical Boundaries Theme

NGDA Dataset Name/Title

The NGDA title is determined by the cooperation of the dataset manager and the A-16 Theme Lead and approved and posted by the FGDC (<http://www.fgdc.gov/initiatives/resources/ngda-master-dataset-list>) as a list of official NGDA titles. To the extent possible, the Dataset Manager, Theme Lead, metadata publisher, FGDC and the authoritative agency should coordinate to harmonize the NGDA title and the dataset/metadata title so as to reduce the need for multiple titles.

The NGDA title is important to the discovery of the NGDA in addition to NGDA keywords that are also important to NGDA discoverability. The NGDA title is meant to be “generic yet descriptive” of the dataset. Where possible, the NGDA title is “generic” in that it does not describe the dataset presentation formats (e.g. shape, web service, map service, REST, etc.) or the time frame of the dataset (e.g. date, time span, etc.). Presentation formats and date/time can be maintained and discovered within the metadata. As this information changes over the lifecycle of the dataset, the title can remain the same to describe the NGDA. Additionally, the NGDA title is “descriptive” so the end user can understand the nature of the dataset. Acronyms common to the dataset owner need to be spelled out for ease of understanding by the end user (e.g. Federal Geographic Data Committee (FGDC), Parameter- Elevation Regressions on Independent Slopes Model (PRISM)).

In many cases, the NGDA title is the same as the dataset/metadata record title and can be used interchangeably. In this case, no additional information on titling is required other than the dataset/metadata title for the dataset.

In other cases, departments, bureaus, and agencies have long established protocols in place for naming datasets that prevent the dataset being titled in the “generic yet descriptive” format. In these cases, additional titling is required so the NGDA title can be discoverable. ISO metadata format has a place for alternate titles and the NGDA title can be one of the alternate titles. CSDGM and JSON metadata formats do not have a place for alternate titles. Therefore, the NGDA title needs to be appended to the dataset/metadata title. Each of these scenarios are described in the table below.

Metadata Element for NGDA Dataset Name	Rationale and Comments
Alternate Title (ISO)	ISO metadata standards provide the option to include an ‘Alternate Title’ within any Citation. Include your Dataset Name using the path designated below: <i>MD/I_Metadata.identificationinfo>MD/I_DataIdentification.citation> CI_Citation.alternateTitle</i>
Title (CSDGM)	CSDGM does not support the use of an Alternate Title so Dataset Managers are asked to append the NGDA Title name to their existing Dataset (metadata) title using the format “ Dataset Title- National Geospatial Data Asset (NGDA) NGDA Title”

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Metadata Element for NGDA Dataset Name	Rationale and Comments
Title (JSON)	Project Open Data (POD) V1.1 JSON does not support the use of an Alternate Title so Dataset Managers are asked to append the NGDA Title to their existing Dataset (metadata) title to their existing title using the format “ Dataset Title- National Geospatial Data Asset (NGDA) NGDA Title”

Data.gov Style Template Title Examples

ISO Alternate Title Example:

Citation

Title: TIGER/Line Shapefile, 2013, Series Information File For The Current Census Tract State-Based

Alternate Title: National Geospatial Data Asset (NGDA) Census Tract

CSDGM/FGDC Appended Title Example:

Citation:

Citation

Information:

Title: TIGER/Line Shapefile, 2013, Series Information File For The Current Census Tract State-Based - National Geospatial Data Asset (NGDA) Census Tract

Project Open Data JSON V1.1 Appended Title Example:

Title - TIGER/Line Shapefile, 2013, Series Information File For The Current Census Tract State-Based - National Geospatial Data Asset (NGDA) Census Tract

XML examples (encoding format):

ISO Alternate Title:

```
<gmd:citation>
  <gmd:CI_Citation>
    <gmd:title>
      <gco:CharacterString >TIGER/Line Shapefile, 2013, Series Information File For The Current
        Census Tract State-Based
      </gco:CharacterString>
    </gmd:title>
    <gmd:alternateTitle>
      <gco:CharacterString >National Geospatial Data Asset (NGDA) Census Tract
      </gco:CharacterString>
    </gmd:alternateTitle>
    (other Citation elements removed)
  </gmd:CI_Citation>
</gmd:citation>
```

CSDGM Appended Title:

```
<citation>
  <citeinfo>
    (other Citation elements removed)
    <title> TIGER/Line Shapefile, 2013, Series Information File For the Current Census Tract
    State-based - National Geospatial Data Asset (NGDA) Census Tract
    </title>
    (other Citation elements removed)
  </citeinfo>
</citation>
```

POD JSON V1.1 Appended Title:

"title" : "TIGER/Line Shapefile, 2013, Series Information File For The Current Census Tract State-Based- National Geospatial Data Asset (NGDA) Census Tract"