

Metadata Workgroup Meeting , April 15, 2015
iLinc/Phone only

Attendees:

Bob DenOuden (GEO) Tanya Haddad (DLCD), Don Pettit (DEQ), Mike Travess (LCOG), Myrica McCune (INR)

A=action items:

The metadata workgroup met to discuss the comments that had come forth through the 45 day review period, which recently closed. BobD gave an overview of the process to date and the current status of the document then walked the group through the recent edits that were made to address some grammatical issues which were brought up.

With that completed we spent most of the meeting discussing Don Pettit's comments which implied the potential addition of four new mandatory elements to the standard. Those discussions, and results, are summarized below:

1.8: Use Constraints, among the example text we include in the draft standard is the OGIC Disclaimer language. In reality, this belongs in 6.3, "Distribution Liability" which is not a mandatory element. Suggestion is to add 6.3 as Mandatory and populate it with the standard OGIC disclaimer language as a default, replaced by agency specific language if appropriate.

It was decided not to add 6.3, Distribution Liability, as a mandatory element, because it was deemed that this element refers more to the distribution mechanism and not the use of the data

1.12.2: Security Classification, although we list this item as optional, the example text ("Top secret", "Secret", "Confidential", "Restricted", "Unclassified", "Sensitive") included in the document is not appropriate for our uses. Suggests adding this as Mandatory, if applicable

It was decided to add 1.12.3, Security Handling Description, as a Mandatory if Applicable (A) item to make it clear when there are security or other restrictions for a dataset. We will provide clarifying example text in the document to support this.

2.5.2: Process Steps, while an optional item, this can be very useful for potential data users in cases where knowing these steps greatly enhances understanding of the data. Perhaps change the description to note this?

It was decided that this item would not be added as mandatory, but be included as an optional, but highly recommended item. By adding it to the standard elements table, as an Optional (O) item, it will elevate it to a higher level but not add additional burden.

2.1: Attribute accuracy, consider adding as mandatory element

Similar to 2.5.2, this will be added as an optional element in the elements list, signifying that it is optional but highly recommended.