

CHARTER

Ad-hoc Metadata Committee Of the Statewide Mapping Advisory Committee

The *Ad-hoc* Metadata Committee is a committee of the Statewide Mapping Advisory Committee, which operates under the authority of the North Carolina Geographic Information Coordinating Council (GICC). The committee is not a permanent standing committee of the SMAC, but rather an *ad-hoc* committee that will be dissolved when it completes its assigned tasks.

Value of Compliant Metadata

A metadata record is a file of information that captures the basic characteristics of a data or information resource. Metadata represents the who, what, when, where, why and how of the resource. Geospatial metadata commonly document geospatial databases but can also be used to document geospatial resources including mapping applications, data models and related websites. Metadata records include core library catalog elements such as Title, Abstract, and Publication Date; geographic elements such as Geographic Extent and Projection Information; and database elements such as Attribute Label Definitions and Attribute Domain Values.

Metadata helps people who use geospatial data find the data they need and determine how best to use it. Metadata supports producers in locating and using their own data resources and data consumers in discovering and using data resources produced by others. Metadata also supports:

Data Management requirements to:

- Preserve the data history so that it can be re-used or adapted;
- Assess the age and character of data holdings to determine which data should be maintained, updated, or deleted;
- Instill data accountability by requiring the producer to state what is known about the data and what is not known but should be known about the data; and
- Limit data liability by explicitly designating the effective and administrative limits of use of the data.

Project Management requirements to:

- Plan and document the data types and content needed to support the project;
- Monitor data development by regular review of the process steps completed and recorded within the metadata;
- Provide all project participants a common language of attributes and process methods and a place to record and share progress; and
- Access the lineage and content of outsourced data production by requiring robust metadata as a contract deliverable.

As personnel change in an organization, institutional knowledge leaves the organization. Undocumented data may lose their value. Subsequent workers may have little understanding of the contents and uses for a digital database, leading to distrust in the results generated from these data. Lack of knowledge about data from other organizations may lead to duplication of effort.

Compliant metadata are critical to support NC OneMap, a primary initiative of the North Carolina Geographic Information Coordinating Council. Geospatial data searches through the NC OneMap Geospatial Portal and the Data Explorer rely on the availability of compliant metadata.

Purpose of the *Ad-hoc* Metadata Committee

Creation and maintenance of geospatial metadata continues to be an area of concern at all levels of government. Among geospatial framework and other GICC priority datasets, only a portion are published with valid metadata records. Despite past metadata training and resources available on the NC OneMap website, a renewed effort is required to capture the potential benefits to data producers and users across the state.

The purpose of the committee is to recommend ways to expand and improve geospatial metadata in North Carolina that are efficient for the data producer and benefit data users in the discovery and application of geospatial data.

Topics for the working group to address may include (but would not be limited to):

- Return on investment for metadata creation and maintenance
- Incentives for metadata creation and maintenance
- Role of metadata as a data development project tracking tool
- Role of metadata in geospatial data archival process
- Best practices for integrating metadata creation into workflows
- Analysis and recommendation regarding a State metadata standard (formerly the FGDC content standard; the Council adopted the State and Local Government Metadata Profile on November 20, 2014; the Profile is based on ISO metadata standards)
- Implementation of the State and Local Government Metadata Profile through metadata tool assessment, recommended tools and practices, training and other means to improve the quantity and quality of compliant geospatial metadata in state and local government data management

The committee will submit a report to the SMAC to include documentation of its findings and recommendations on how to promote the creation and maintenance of geospatial metadata.

Appointment of the Chair

The Chair of the *Ad-hoc* Metadata Committee will be appointed by the Chair of the Statewide Mapping Advisory Committee.

Committee Membership

The *Ad-hoc* Metadata Committee may include appointments from the agencies/entities listed below. The chair may add additional members. The committee may seek support from the Federal Geographic Data Committee.

- Local Government Committee of the GICC
- State Government GIS Users Committee of the GICC
- Federal Interagency Committee of the GICC
- The NC Division of Archives and Records
- The North Carolina State University Library
- Center for Geographic Information & Analysis

Approved by the Statewide Mapping Advisory Committee, October 10, 2012
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