Required unless otherwise indicated

Encouraged *If Applicable*

Populates with “Synchronize” button

Prompted entry in script

Included in template

1. Overview
   1. Item Description
      1. Title
      2. Thumbnail Geography tab, Preview in ribbon, click Create Thumbnail
      3. Tags
      4. Summary (purpose)
      5. Description (abstract)
      6. Credits
      7. Use Limitation
      8. Appropriate Scale Range
      9. Bounding Box
   2. Topics & Keywords
      1. Topic Categories
   3. Citation
      1. Title (from Item Description)
      2. *Alternative Title*
      3. Dates
         1. Created or Published
         2. *Revised*
      4. Other Dates
         1. *Adopted*
         2. *Deprecated*
   4. Citation Contacts
      1. Name: default blank
      2. Organization: default “Washington County, Oregon”
      3. Position: default blank
      4. Role: default “Custodian”
2. Metadata
   1. Details
      1. File Identifier
      2. Date Stamp
      3. Language
      4. Country
   2. Contacts
      1. Name: default blank
      2. Organization: default “Washington County, Oregon”
      3. Position: default blank
      4. Role: default “Custodian”
   3. Maintenance\*
      1. Update Frequency: default “As Needed”
   4. Constraints
      1. Use Limitation
      2. Use Constraints
      3. Security Classification
3. Resource
   1. Details
      1. Status - drop down list
         1. Empty
         2. Completed - make this the default?
         3. Historical Archive
         4. Obsolete
         5. On Going
         6. Planned
         7. Required
         8. Under Development
         9. Proposed
      2. Language
      3. Spatial Representation Type: default “Vector”
   2. Extents
      1. Bounding Box
      2. Geographic Description
      3. Code
   3. Points of Contact
      1. Name: default blank
      2. Organization: default “Washington County, Oregon”
      3. Position: default blank
      4. Role: default “Custodian”
         1. Empty
         2. Resource Provider
         3. Custodian
         4. Owner
         5. User
         6. Distributor
         7. Originator
         8. Publisher
         9. Author
         10. Editor
   4. Maintenance\*
      1. Update Frequency: default “As Needed”
      2. *Custom Frequency*
      3. Contact
         1. Name
         2. Organization
         3. Position
         4. *Role*
   5. Constraints
      1. General
      2. Legal: data disclaimer approved by County Counsel
   6. Spatial Reference
      1. Dimension\*
      2. Code e.g. 2913
      3. Code Space e.g. EPSG
      4. Version e.g. 6.3(9.0.0)
   7. Fields
      1. Label
      2. Entity Type
         1. Object e.g. Feature Class
         2. Count e.g. 4
         3. Definition\*
         4. Definition Source\*
      3. Attribute
         1. Label
         2. *Alias* for system fields
         3. Definition for system fields
         4. Type
         5. Width
         6. Precision
         7. *Enumerated Domain*
            1. *Value*
            2. *Definition*