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| **Metadata Field** | **Required before publishing on data.ca.gov** | **Field Description** | **Metadata for Dataset** |
| 1. Title | Required | * Choose a name for your dataset that tells users what the topic of the dataset is. * Do not use CA, California or dates in the Title * ALL TITLES NEED THE PREFIX “TEST\_department acronym\_” UNTIL APPROVED FOR PUBLICATION by GovOps. |  |
| 1. Description | Required | * This is a plain English description that will display below the name of the data table. * Write a summary paragraph telling us what the data table contains. The first few sentences are key! * Include related legislation info if applicable. * Include acronyms that people might look for here, but avoid acronyms in your first few sentences. |  |
| 1. Tags | Required | * Descriptive keywords or phrases that users will search for to find your data resources. * Separate each keyword by commas. * Try to include at least five descriptive tags. * Both general and specific terms are useful. * Programs and acronyms, e.g. California State Library (CSL), can make finding your data resource easier. |  |
| 1. Groups | Required | * Also known as the publisher * The agency, group, department, board, or commission that publishes the data resource. * Choose from the drop down list. |  |
| 1. Topics | Required | * Also known as Category. * Choose best one from the following list:   + Building   + Economy and Demographics   + Fleet and Transportation   + Grants and Contracts   + Recycling   + Water |  |
| 1. License | Required | * Most often Public Domain * Any restrictions on copying, sharing, using, etc. your data must be disclosed |  |
| 1. Contact Name | Required | * Enter “California Open Data Group” unless you have a generic unit name for your open data efforts (e.g. | California Open Data Group |
| 1. Contact Email | Required | * Enter the e-mail address [OpenData@State.Ca.Gov](mailto:OpenData@State.Ca.Gov) unless you have a generic email address for your group (e.g. [answers@library.ca.gov](mailto:answers@library.ca.gov), [waterdata@waterboards.ca.gov](mailto:waterdata@waterboards.ca.gov) ) | [OpenData@State.Ca.Gov](mailto:OpenData@State.Ca.Gov) |
| 1. Public Access Level | Required | * Whether this info could ever be made public. (Public, Restricted, Non-Public) | Public |
| 1. Rights | Required | * If you entered anything but Public above, you must explain any use restriction on the data. * Additionally, you can also include usage/research/collaboration instructions: Short text or link to a document that describes how the data can be used, research Ideas and/or possible collaborations based on this information that may interest external researchers. * If not applicable, please enter “No restrictions on public use”. |  |
| 1. Author | Required | * The agency, group, department, board, or commission that authors the data resource and has ultimate responsibility for the creation of the data. * Will often but not always be the publisher of the data. |  |
| 1. Spatial / Geographic Coverage | Optional | * The geographical area the data table covers (e.g. statewide versus a sub-state region like the Bay Area). * Specification should include a named area and may include geographic coordinates. |  |
| 1. Frequency | Required | * How often do you intend to publish or update the data resource on Data.ca.gov? * E.g. Annually, quarterly, monthly |  |
| 1. Temporal Coverage | Required | * Start date and End date for the data in your data resource. |  |
| 1. Granularity | Required | * Tell us the most specific that data the in your resource gets. * Often measured in geography (county, census track) or time (monthly or daily data). |  |
| 1. Data Dictionary Type | Required | * If the link below is not an HTML file, the file type for the data dictionary (most often a PDF). |  |
| 1. Data Dictionary | Required | * HTML link to the data dictionary itself. |  |
| 1. Homepage URL | Optional | * URL for the page on your website that has useful information about the data resource or the group that updates it. |  |
| 1. Data Standard | Optional | * A technical description of the data * E.g. CSV, XML standards, SHP, or JSON. |  |
| 1. Language | Optional | * Most often English. |  |
| 1. Additional Information | Required | * Additional information is a field that allows you to enter free form metadata in key-value pairs: a key, which is a unique identifier for some item of data, and the value, which is the data that is identified. * You must include at least two keys-value pairs: one with the “Limitations” key and one with the “Data\_Methodology” key. * Limitations/Exclusions: Must include the following required text: “Use of this data is subject to the CA.gov Conditions of Use and any copyright and proprietary notices incorporated in or accompanying the individual files.”   + This may be followed by a brief description of any limitations on these data or of exclusions to their use not otherwise covered above in 10. Rights. * Data Methodology: Short text or link to a document with explanation of the data collection methodology, which may include survey tools, post-collection methods for control and cleaning and notes on sampling response and errors. This is where you should document any known issues in using the data. May also be uploaded as an additional PDF. | Limitations:  Data\_Methodology: |
| 1. Resources | Required | * URL for the data resource web page for further information on the dataset, its distributions and any additional information. |  |
| 1. Related Content | Required | * Enter secondary source(s) info: If your data resource is partially made from other data sources, please give descriptive name(s), and/or URLs, of resource(s) from which the data table is derived. |  |