Metadata Questionnaire

The following document has been adapted from the USGS Metadata Questionnaire

(November 2015, <https://www.usgs.gov/datamanagement>).

1. What is the approximate location of your project? Please provide general descriptions (county names, states, general region, NPS unit, lat-longs, etc.). (**Description of Geographic Extent, Bounding Coordinates, Place Keywords**).
2. Who is the originator/owner of the data set? (**Originator**) *Default should be SCCWRP.*
   1. If the originator (or someone else) can be listed in the metadata to answer questions about the data, please list the name, address, telephone number, and email. (**Point of Contact**) *Default should be* [*biodatamanager@sccwrp.org*](mailto:biodatamanager@sccwrp.org) *.*

1. Include a brief description of the data set. Please be as detailed as possible as this will help future users understand the data: (**Abstract**) Minimum 1 paragraph brief overview of project objectives, methods, and a reference to the accompanying report (with link) for complete details. If any data has been removed/altered for any reason, this **must** be acknowledged. Additional sources of data (e.g., USGS) must also be acknowledged.
   1. Are the data sensitive or classified (e.g. locations of T&E species)? Are there legal restrictions on who may obtain/use the data? (**Access / Use Constraints**)

1. Why were the data collected (How will they be used in the scheme of a project, or how could they be used by future researchers)? (**Purpose**)

1. What is the time period and frequency represented by the data set? (e.g. what are the beginning and ending dates of collection for the data that is represented?) (**Time period**)

1. What is the status of the data? – “*complete”, “in progress”, or “planned”* (**Status**)
   1. Are there plans to update the data? (**Maintenance & update frequency**)
   2. If so, how frequently? *Weekly, Monthly, Annually, Irregular,* or *As Needed.*

1. Please list any keywords associated with this project (minimum of at least 1 thematic keyword required). (**Keywords: theme, place, stratum, temporal, taxonomy**).
2. What measures, if any, did you take to make certain that your data set was as correct as possible? (e.g. instrument calibrations, spot checking data, spreadsheet macros for outliers, accuracy assessment matrices, etc.) (**Attribute accuracy report**) *Default: Data set is considered complete for the information presented, as described in the abstract.*
3. What data template/format was used to create this dataset?
4. Please provide a short description of what each field in the attribute table means (include units of measure if applicable). This section will describe the fields and values of the dataset. (**Entity & Attribute**).
   1. Do any values in the dataset represent codes from a data dictionary or code book (Taxonomic abbreviations, etc.)? If so, please provide references for where these values can be explained. This can be a more efficient way to document for future users what values mean, instead of providing full, detailed explanations within the metadata document itself (**Entity & Attribute – “Codeset”**)
5. Does dataset contain spatial information? (**Spatial reference**)
   1. What are the projection parameters (include datum), if not defined in the coverage or shape file? *Required for GIS data.*
   2. If the data represent a static table that contains Lat./Long. information, list the datum in which these values are recorded. *Required for GIS data.*

1. List any source data sets you used. (**Source Inputs**) For each source list: Source name, originator and publication date, Source time period and geographic scale, Source presentation form and media type, Contribution of the source to your analysis. Try to provide as much info as you can.
2. Do you have any advice for potential users of the data set? If there is any other pertinent information you feel should be captured in the metadata, please feel free to list it or describe anything in free text as general information. (**Supplemental Info**).