

# Draft Data Dictionary Template

## Instructions

- Format the data dictionary as a Microsoft Excel spreadsheet, CSV or Microsoft Word document (DOCX).
  - For Microsoft Excel: Create a data dictionary workbook (.XLS or .XLSX) with one tab for introductory information, and separate data dictionary worksheets (tabs) that correspond to each existing table or grouping in your dataset. For example, if your dataset consists of three tables, your data dictionary will have four worksheets (tabs): one for introductory, background information, and three more that correspond to the three tables of data within the dataset.
  - For Microsoft Word: Use tables for each table or grouping in a dataset for simple export.
- Include an introductory and background section with:
  - Explanation of the context of the data set
  - The URI (Uniform Resource Identifier), which will usually be a URL or a DOI (Digital Object Identifier) for the dataset or related journal article.
  - Other pertinent information such as version, date released, and update frequency
- Include sections with a representative table for each table in a dataset with the following attributes:

	Attribute/Column	Definition
1	Element Name	The name of the data element, attribute or column represented in a table in the data set. The most elementary unit of data that can be identified and described in a table in a dataset.
2	Element Description	The description of the data contained in the data element.
3	Source Name	The source name, table name, and data element name, if this data element originates from another source
4	Source Table Name	
5	Source Element Name	
6	Data Type	The data format (i.e. Integer, Char, DateTime, etc)
7	Length	The maximum length of the data that can be stored in the data element.
8	List of Values (LOV)	The valid values for this data element if the data element value is constrained.
9	Security Classification	The security classification of the data element. Options include Public; Restricted
10	Archived	Indicates a data element that will be no longer updated going forward (Yes/No). Can be removed from source system, passed without values, or even archived.