Appendix A:

Open Data Metadata and Data Dictionary Requirement

Preliminary Open Data Metadata Requirement

Dataset Level

Metadata Field	Requirement	Usage Description
Dataset Title	Required	Descriptive name for dataset
Dataset Description	Required	Summary explanation of dataset contents, purpose, origination, methods and usage guidance. Avoid jargon where possible.
Tags	Required	Enter descriptive keywords which describe the subject groups for the dataset and help it to be found in searches.
Organization	Required	Agency, department, board or commission publishing the dataset. Also known as Publisher.
Contact Name/Program	Required	Enter the name of the contact who maintains the dataset.
Contact Email	Required	The email for the dataset maintainer.
Public Access Level	Required	Whether this info could ever be made public. (Public, Restricted, Non-Public)
License	Required	List any restrictions on use of the data. Most often "Public Domain"
Program	Optional	Program or cross functional team name.
Spatial Coverage	Optional	Name of defined area or geometry of area data describes.
Temporal Coverage	Optional	Start and end time of events described in data.
Frequency	Optional	How often data needs to be updated.
Language	Optional	Most often English
Topic	Optional	Select a subject area from the defined list.
Homepage URL	Optional	URL for the page with useful information on the program creating the data.
Limitations	Optional	Appropriate usage notes, disclaimers and conditions of use.

Resource Distribution Fields

Metadata Field	Requirement	Usage Description
File Title	Required	Descriptive name of the file.
File Description	Optional	Summary explanation of file contents, purpose, origination, methods and usage guidance. Avoid jargon where possible. Include for all in dataset or none.
Download URL	Optional	Optional if uploading
Format	Optional	File format such as CSV, PDF, XML, SHP or JSON
Data Standard	Optional	Established file structure defined for a particular use.

Preliminary Data Dictionary Requirement

Data Dictionary Element	Description
column	The name of the field from the data table
type	(text, numeric, timestamp)
label	Common English title for the data contained in this column. Please avoid abbreviations if possible.
description	Full description of the values included in the column. If the value is a date, document the time zone of recording, e.g. PDT (Pacific Daylight Time). If the column is a category, such as age group, then all categories or levels should be listed. If the values are calculated, the source of raw data and calculation method should be included.