

POLICY ON CREATION AND PUBLICATION OF METADATA FOR GEOSPATIAL DATA

September 20, 2013

SECTION 1. PURPOSE.

This Policy establishes policies and prescribes responsibilities for implementing federal requirements for the creation and publication of metadata for geospatial data and the publication of metadata in the National Spatial Data Clearinghouse per the mandate of the Office of Management and Budget Circular No. A-16 Revised, "Coordination of Geographic Information and Related Spatial Data Activities," within the Department of Commerce.

SECTION 2. BACKGROUND.

OMB Circular No. A-16 Revised provides direction to agencies that produce, maintain or use geospatial data in the fulfillment of their mission. Part of the direction includes requirements for agencies to create metadata for geospatial data using standards approved by the Federal Geographic Data Committee (FGDC). The FGDC is directed by OMB Circular A-16 Revised to identify standards for geospatial metadata. In addition, the Circular directs agencies to publish geospatial metadata in the National Spatial Data Infrastructure (NSDI) Clearinghouse.

SECTION 3. SCOPE.

This Policy applies to all Departmental offices and operating units of the Department that collect, procure, or produce geospatial data.

Contracting officers shall ensure that provision of metadata is a contract requirement.

SECTION 4. POLICY.

The provisions of OMB Circular A-16 Revised regarding the creation and publication of metadata for geospatial data shall be implemented and followed within the Department, as interpreted or expended upon in: (1) this Policy; (2) issuances by the Senior Agency Official for Geospatial Information (SAOGI), or the SAOGI's designee, in accordance with Section 5. of this Policy; or (3) other Department directives and regulations which may be affected by OMB Circular A-16 Revised; or (4) further refinement of responsibilities and procedures through creation of an implementation strategy within individual operating units of the Department.

SECTION 5. DEFINITIONS.

For the purposes of this policy, the following definitions from OMB Circular A-16 Revised, are included:

From Appendix D: Informative Definitions:

.01 Geospatial Data: Information that identifies the geographic location and characteristics of natural or constructed features and boundaries on the Earth. This information may be derived from, among other things, remote sensing, mapping, and surveying technologies. Statistical data may be included in this definition.

.02 Metadata: Information about data, such as content, source, vintage, accuracy, condition, projection, responsible party, contact phone number, method of collection, and other characteristics or descriptions.

From Section 2.b.(3):

.03 National Spatial Data Clearinghouse: An electronic service providing access to documented spatial data and metadata from distributed data sources. These sources include a network of data producers, managers, and users, linked through the Internet and other communications means, and accessible through a common interface.

SECTION 6. EXEMPTIONS.

OMB Circular A-16 Revised exempts certain geospatial data from the requirements to create metadata pursuant to OMB Circular No. A-16. These exemptions are for certain tribal data, classified data, and intelligence data. Refer to Section 7 of the Circular for specifics.

Data protected by law, such as Personally Identifiable Information (PII) (OMB Memorandum M-07-16, Notes 1 and 7), Business Identifiable Information (BII) (5 U.S.C. § 552(b)(4)), and Census data (13 U.S.C. §9 and §301(g)) also shall be exempt.

SECTION 7. RESPONSIBILITIES.

The Senior Agency Official for Geospatial Information (SAOGI), or the SAOGI's designee, is responsible for implementation, monitoring and general administration of the Secretary's and the Departments responsibilities for this policy. The functions of the SAOGI, or the designee, shall include the following:

.01 Issue guidance and procedures to the Department's operating units as may be necessary to carry out the Department's responsibilities under OMB Circular A-16 Revised for the creation and publication of metadata for geospatial data.

.02 Ensure compliance with OMB Circular A-16 Revised for the creation and publication of metadata for geospatial data.

.03 Perform periodic evaluations of the geospatial metadata creation, maintenance and publication throughout the Department.

.04 Ensure that adequate geospatial metadata is maintained for as long as the data to which it relates exists.

.05 Upon request by the FGDC, report on issues and activities regarding geospatial metadata creation, maintenance and publication for the Department.

SECTION 8. REQUIREMENTS.

In accordance with the OMB Circular A-16 Revised, the agencies shall:

.01 Document all geospatial data that is collected, produced, acquired, maintained, distributed, used, or preserved by the Department using a metadata standard endorsed by the Federal Geographic Data Committee (FGDC).

.02 Ensure metadata meets or exceeds the minimum requirements of the designated standard for both content and format.

.03 Include additional information whenever appropriate to provide the maximum information available through the standard.

.04 Submit all geospatial metadata for publication to the FGDC designated Clearinghouse.

.05 Ensure metadata meets requirements of the Privacy Act of 1974.

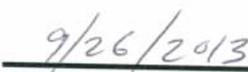
.06 Information in the metadata must not release proprietary, protected, or classified information.

Date of policy superseded: None

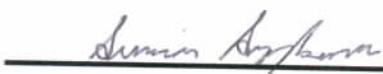
Revision status: None



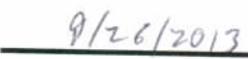
Joseph Klimavicz
Senior Agency Official for Geospatial Information



Date



Simon Szykman
Chief Information Officer



Date