

Date:

Participating Members:

Assessment Context:

A-Specify and Standardize Data
4-Metadata

A.4.b – Dataset Metadata Standards and Guidelines

Element Description Standardized dataset-level metadata documenting dataset contents, collection methods, coverage, and limitations.

Benchmark Level 0	Benchmark Level 1	Benchmark Level 2	Benchmark Level 3	Benchmark Level 4
There are no requirements or standards for dataset level metadata documenting dataset contents, collection methods, coverage and limitations.	Dataset-level metadata requirements are defined, however detailed standards for content are not in place or are not consistently defined.	Dataset-level metadata requirements are defined and specifications for key metadata elements are defined.	Guidelines, training and quality assurance processes ensure that dataset level metadata contain useful information for both business and IT staff and that they are maintained in a known, designated location.	Processes are in place to ensure updates to dataset metadata as changes occur. Dataset metadata are stored and managed at enterprise level, supporting creation of data catalogs and data search capabilities.
Current: <input type="checkbox"/> Desired: <input type="checkbox"/>	Current: <input type="checkbox"/> Desired: <input type="checkbox"/>	Current: <input type="checkbox"/> Desired: <input type="checkbox"/>	Current: <input type="checkbox"/> Desired: <input type="checkbox"/>	Current: <input type="checkbox"/> Desired: <input type="checkbox"/>
<input type="checkbox"/> Establish basic scope, elements and needs for development of dataset level metadata content.	<input type="checkbox"/> Document dataset metadata policy for new IT projects or system enhancements. Define a standard format and required, recommended, & optional fields.	<input type="checkbox"/> Develop guidance, training and quality assurance processes to ensure that metadata meets business and IT needs.	<input type="checkbox"/> Develop metadata standard operating procedures.	
<input type="checkbox"/> Work with IT and business owners to document dataset level metadata for critical asset datasets.	<input type="checkbox"/> Work with IT and business owners to document dataset level metadata content for remaining asset datasets.	<input type="checkbox"/> Develop requirements for and implement a standardized metadata repository to store, manage, and provide access to agency metadata.	<input type="checkbox"/> Develop easily navigated, searchable data catalogs for the asset and key asset related business processes.	
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	

Assessment Notes:

Improvement Notes: