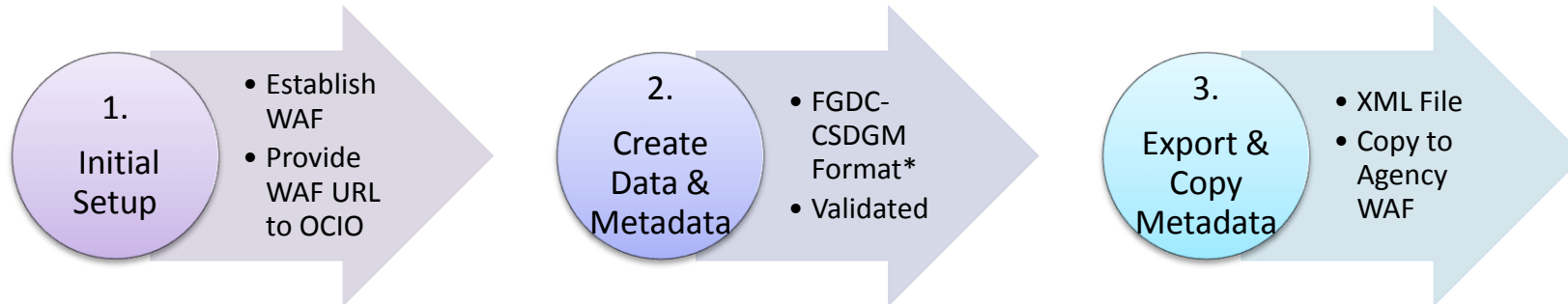


### Creating Washington State Compliant Metadata

#### *The Big Picture*



#### Initial Setup

- 1) Establish a Web Accessible Folder (WAF)
  - a. Web Server/IIS “Virtual Directory”
  - b. Provide the WAF URL to OCIO

#### Repeating Procedures

- 2) Create Geospatial Data with FGDC-CSDGM Metadata\*
  - a. Current Metadata Standards
    - i. <https://ocio.wa.gov/policies/16000-spatial-data-management-policy-standards/16102-spatial-metadata-standard>
    - ii. <https://www.fgdc.gov/metadata/geospatial-metadata-standards>

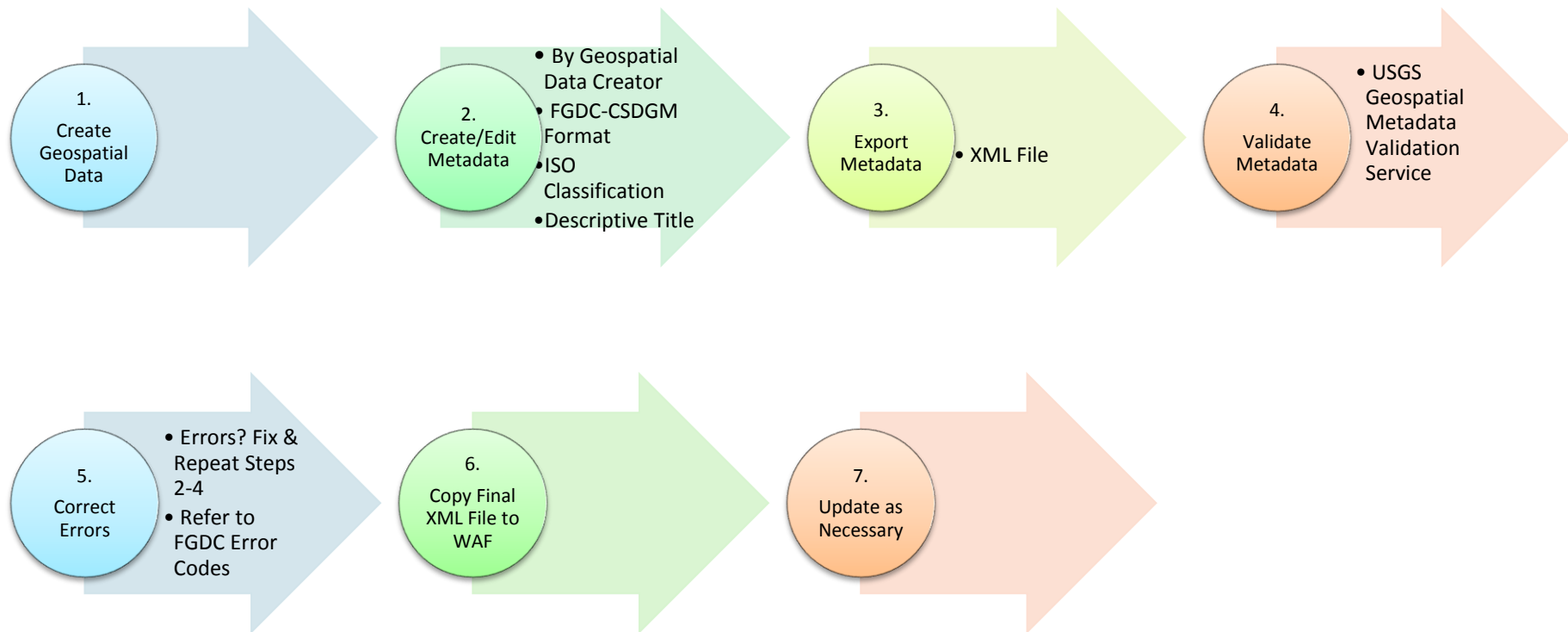
Federal agencies are being encouraged to transition from CSDGM to ISO 19115 metadata to accommodate documentation of applications, models, schemas, catalogs, services, and imagery, as well as data collected using instruments.

- b. Validate and Correct Metadata
  - i. <http://mrddata.usgs.gov/validation/>

## Metadata Guide

- 3) Export and Copy Metadata
  - a. Place the updated FGDC-CSDGM XML file in the WAF

### Step-By-Step



## Metadata Guide

- 1) <https://ocio.wa.gov/policies/16000-spatial-data-management-policy-standards>
- 2) <https://www.fgdc.gov/metadata>  
[http://resources.arcgis.com/en/help/main/10.2/#/Creating\\_and\\_managing\\_FGDC\\_metadata/003t00000031000000/](http://resources.arcgis.com/en/help/main/10.2/#/Creating_and_managing_FGDC_metadata/003t00000031000000/)  
[http://resources.arcgis.com/en/help/main/10.2/#/Illustrated\\_guide\\_to\\_complete\\_FGDC\\_metadata/003t00000037000000/](http://resources.arcgis.com/en/help/main/10.2/#/Illustrated_guide_to_complete_FGDC_metadata/003t00000037000000/)
- 4) <http://mrddata.usgs.gov/validation/> (FGDC format only)
- 5) [http://resources.arcgis.com/en/help/main/10.2/#/Illustrated\\_guide\\_to\\_complete\\_FGDC\\_metadata/003t00000037000000/](http://resources.arcgis.com/en/help/main/10.2/#/Illustrated_guide_to_complete_FGDC_metadata/003t00000037000000/)
- 6) Contact your system administrator for access to your local Web Accessible Folder (WAF).