2.0	DataGov Metadata Template for Datasets and Tools		
Element Number	**Element**	**Occurrence [min,max]**	**Description**
1	**Unique ID**	[1,1]	For DataGov PMO Use Only - will be generated when placed in catalog
1.1	**User Generated ID**	[0,1]	This field may be used by the agency to track the submissions on their internal systems. The field is optional as it will not typically be used by the Datagov and will not be published on the catalog.
2	**Title**	[1,1]	Unique name of the dataset or Tool. (e.g., Current Population Survey, Consumer Price Index, FBI Ten Most Wanted Widget). This field will be used to populate the data catalog; the catalog will be sorted on this field. Note: if the title is not unique within the entire data.gov catalog, you will be asked to change it..
3	**Dataset Group Name**	[0,1]	This is an optional field This field allows agencies to provide a Group Name to multiple datasets and/or tools in order to show that they may be presented as a group or a set..
4	**Description**	[1,1]	Please provide a detailed description of the dataset or tool (e.g., an abstract) such that the user would be able to determine the nature and purpose of the data.
5	**Organization Name**	[1,1]	Name of organization or institution.
5.1	**Organization Acronym**	[1,1]	Acronym or short name corresponding to the Organization name (e.g., AMA, AHA,).

6.1	**Sub-Agency Short Name**	[1,1]	Acronym or short name corresponding to the Sub-Agency name (e.g. IRS, FBI, BIA).
7	**Contact Name**	[1,1]	Contact person's name (first, then last) where questions from the Data.gov PMO should be sent.. ** **Note that these "contact" elements (7, 7.1 & 7.2) will not be published on the Data.gov website but may receive public email comments made specifically about this dataset or tool.****
7.1	**Contact Phone Number**	[1,1]	Contact person's phone number.
7.2	**Contact Email Address**	[1,1]	Contact person's email address.
8	**Organization responsible for Information Quality**	[1,1]	Enter the Agency name corresponding to the applicable Information Quality Guidelines for the dataset. In some cases, this may be a parent organization, such as a Department.
8.1	**Compliance with Organizational Information Quality Guidelines**	[1,1]	Confirm that the dataset meets your organization's (as identified in Element 6) Information Quality Guidelines (Yes, No). If the dataset is not in compliance with your organization's Information Quality Guidelines it will not be considered for posting on HealthData.gov.

8.2	**Privacy and Confidentiality**	[1,1]	Confirm that dissemination of all data submitted is consistent with organizational responsibilities under the Privacy Act and, if applicable, CIPSEA or other relevant statute. Enter "Yes" or "No." or "Not Relevant." If the answer is "No", this dataset will not be considered for posting on HealthData.gov.
9	**HealthData.gov category type**	[1,1]	Select the appropriate category on HealthData.gov that this submission should be listed
10	**Subject area (Taxonomy)**	[1,1]	Please choose the category from the drop-down menu that best describes your dataset. If more than one category applies, choose the category that you think most people would use. We realize that this taxonomy, which is based on the Statistical Abstract, is not perfect for all datasets. If the item being described is a 'data mining and/or extraction tool', then please provide the category that describes the underlying dataset.
11	**Specialized data category designation**	[1,1]	Identify the type of dataset (i.e., administrative, statistical, geospatial, surveillance or research). Please choose the category that best fits the dataset, understanding that there is some potential for overlap among these categories. Note that some types of data have additional metadata requirements (e.g., see statistical datasets). If the item being described is a 'data mining and/or extraction tool," then please provide the designation that describes the underlying dataset from the pre-populated dropdown list. Note: If you select Geospatial, you should submit your dataset to http://geodata.gov and you do not need to fill out any additional information for this submission. We would, however request that you submit the elements 1 through 7 to datagov.submit@gsa.gov so that we can synchronize our efforts with geodata.gov. If you select "statistical", please note the section "SM" that follows.
12	**Keywords**	[1,n]	Searchable keywords help users discover your datasets from different perspectives. They also provide ways of identifying other datasets that are similar to yours. Please include terms that would be used by both technical and non-technical users. If the item being described is a 'data mining and/or extraction tool," then please provide keywords that describe the underlying dataset. Agencies are encouraged to include as many keywords as possible. Please use commas to separate keywords.
13	**Date released**	[1,1]	Date when the dataset was first made available to the public . This date should not be confused with when the data is being entered into Data.gov as it could have already been published on your website.

14	**Date updated**	[1,1]	Date of last change to dataset or tool. Note that this could be the same as the date released if the data has not changed since first being published. For example, data could have been released on 06/03/2006 and published to your Agency website, but later found to contain data errors. If the dataset was corrected in July 2006, the updated date would be whenever this corrected update was applied to the dataset (e.g. 07/12/2006).
15	**Organization Program URL**	[1,1]	URL that is closest to the program that is responsible for this dataset or tool.
16	**Organization Data Series URL**	[1,1]	URL to the high level repository in which this dataset or tool resides at the organization (e.g., the HTML page that displays the link to the dataset).
17	**Collection mode**	[1,n]	Data collection mode (e.g., phone/paper, phone/computer, person/paper, person/computer, web, fax, type of monitor, other). Multiple collection modes should be separated by commas.
18	**Frequency**	[1,1]	Frequency of data collection (one-time, annual, hourly, etc.).
19	**Period of Coverage**	[1,n]	Dates or time interval(s) covered by the data. Please use commas to separate multiple periods of Coverage.
20	**Unit of analysis**	[1,1]	The unit of analysis is the major entity that you are analyzing in your study (e.g., person, household, forest, county, establishment). If the item being described is a 'data mining and/or extraction tool," then please provide the category that describes the underlying dataset.

21	**Geographic scope**	[0,n]	Please Indicate the geographical extent covered by this dataset. In the case of multiple locations, please delimit with commas. Some datasets are not earth-based, thus will not use this field and should simple leave it blank. You may use commas to separate multiple entries.
21.1	**Geographic Granularity**	[0,1]	This is an optional field. Please indicate the most detailed level at which the geography is defined (e.g. City vs. zip code vs. longitude/latitude pair).
22	**Reference for Technical Documentation**	[1,n]	URL or bibliographic citation for the technical documentation for this dataset. This may include description to the study design, instrumentation, implementation, limitations, and appropriate use of the dataset or tool. In the case of multiple documents or URLs, please delimit with commas.
23	**Data dictionary/variable list**	[1,1]	URL to resource containing variable names, descriptions, standard vocabularies and taxonomies, units, multipliers, etc. May be identical to element 22.
24	**Data collection instrument**	[1,n]	URL for resource containing a copy of, or detailed descriptions of, the data collection instrument for each listed mode. May be identical to element 22. Multiple URLs should be separated by commas.
25	**Bibliographic citation for dataset**	[1,1]	This field may be used when others make reference to the data, as in a bibliographic citation or source reference. If the agency does not have a standard reference for this dataset, simply provide the URL for the dataset .
26	**Number of Datasets Represented by this Submission**	[1,1]	If this submission is a compressed file, data extraction tool or mining tool, please enter the total number of datasets represented by this submission. ** Please note that this field is now required whereas with prior to versions of the metadata template it was optional. **
27	**Additional Metadata**	[0,1]	This is an optional field Please provide a URL to any additional metadata for the dataset or tool.
28	**Dataset use requires a license agreement**	[1,1]	This is a required field to ensure that license agreements are not bypassed during the one-click download interface on the website.

29	**Dataset license agreement URL**	[1,1]	URL to the license agreement page for the dataset or tool. This is a required field if Element 28 above is answered yes. This field is conditionally required. If Element 28 above is "Yes", please provide the URL to the dataset license agreement.
Downloadable file specific metadata (repeat this section for multiple download formats using multiple columns in the following rows.			
D1	**Access point**	[1,1]	If the data set is downloadable, enter the URL for instant access to the downloadable data file. This is the URL for access to the data set via a "one-click download". Please enter a URL only.
D2	**Media Format**	[1,1]	In some cases files are downloaded in a compressed file (e.g. zip). Please enter the media type for information contained within the compressed file (RSS, XML, CSV/TXT, XLS, Shapefile, KML/KMZ) If not compressed, enter the file suffix of the downloadable file.
D3	**File size**	[1,1]	If downloadable, please enter the size of file in MB. Should be limited to 15 characters.
D4	**File format**	[1,1]	If downloadable, enter the format in which file may be downloaded. For Raw Data Catalog, select from the following options: RSS, XML, TXT (CSV), XLS, KML/KMZ, Shapefile, or map. For Tool Catalog, select either Data Extraction Tool or Widget.
Additional Statistical Metadata required for Statistical Data Sets (i.e., above Element 2 = Statistical)			
SM	**Statistical methodology**	[0,n]	Components identifying statistical information/properties of data.
SM.01	**Sampling**	[0,1]	Description or URL of resource containing more detailed information.
SM.02	**Estimation**	[0,1]	Description or URL of resource containing more detailed information.
SM.03	**Weighting**	[0,1]	Description or URL of resource containing more detailed information.
SM.04	**Disclosure avoidance**	[0,1]	Description or URL of resource containing more detailed information.
SM.05	**Questionnaire design**	[0,1]	Description or URL of resource containing more detailed information.
SM.06	**Series breaks**	[0,1]	Description or URL of resource containing more detailed information.

SM.07	**Non-response adjustment**	[0,1]	Description or URL of resource containing more detailed information.
SM.08	**Seasonal adjustment**	[0,1]	Description or URL of resource containing more detailed information.
SM.09	**Data quality (variances, CVs, CIs, etc)**	[0,1]	Description or URL of resource containing more detailed information.

Element Number	1	1.1	2
Element	Unique ID	User Generated ID	Title
Occurrence [min,max]	[1,1]	[1,1]	[1,1]
	FOR PMO USE ONLY		
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3	4	5
Dataset Group Name	**Description**	**Agency Name**
[0,1]	[1,1]	[1,1]

5.1	6	6.1	7
Agency Short Name	**Sub-Agency Name**	**Sub-Agency Short Name**	**Contact Name**
[1,1]	[1,1]	[1,1]	[1,1]

7.1	7.2	8	8.1
Contact Phone Number	**Contact Email Address**	**Agency responsible for Information Quality**	**Compliance with Agency's Information Quality Guidelines**
[1,1]	[1,1]	[1,1]	[1,1]

8.2	9	10	11
Privacy and Confidentiality	**Data.gov data category type**	**Subject area (Taxonomy)**	**Specialized data category designation**
[1,1]	[1,1]	[1,1]	[1,1]

12	13	14	15
Keywords	**Date released**	**Date updated**	**Agency Program URL**
[1,n]	[1,1]	[1,1]	[1,1]

16	17	18	19	20
Agency Data Series URL	**Collection mode**	**Frequency**	**Period of Coverage**	**Unit of analysis**
[1,1]	[1,n]	[1,1]	[1,n]	[1,1]

21	21.1	22	23
Geographic scope	**Geographic Granularity**	**Reference for Technical Documentation**	**Data dictionary/variable list**
[0,n]	[0,1]	[1,n]	[1,1]

24	25	26	27
Data collection instrument	**Bibliographic citation for dataset**	**Number of Datasets Represented by this Submission**	**Additional Metadata**
[1,n]	[1,1]	[0,1]	[0,1]

28	29	Downloadable file metadata (repeat this section for multiple download formats using multiple rows underneath initial submission.	D1
Dataset use requires a license agreement	**Dataset license agreement URL**		**Access point**
[1,1]	[1,1]		[1,1]

D2	D3	D4	**Additional Statistical Metadata**	SM
Media Format	**File size**	**File format**		**Statistical methodology**
[1,1]	[1,1]	[1,1]		[0,n]

SM.01	SM.02	SM.03	SM.04	SM.05
Sampling	**Estimation**	**Weighting**	**Disclosure avoidance**	**Questionnaire design**
[0,1]	[0,1]	[0,1]	[0,1]	[0,1]

SM.06	SM.07	SM.08	SM.09	OGD Response specific metadata
Series breaks	**Non-response adjustment**	**Seasonal adjustment**	**Data quality (variances, CVs, CIs, etc)**	
[0,1]	[0,1]	[0,1]	[0,1]	

OGD	OGD.01	OGD.02
Is this record a part of OGD submissions	**Is this record listed in your agency open government plan**	**Is this a high value dataset**
[1,1]	[1,1]	[1,1]

OGD.03	OGD.04
What makes this a high value dataset	**How is this new**
[1,1]	[1,1]

1. Population
2. Births, Deaths, Marriages, and Divorces
3. Health and Nutrition
4. Education
5. Law Enforcement, Courts, and Prisons
6. Geography and Environment
7. Elections
8. State and Local Government Finances and Employment
9. Federal Government Finances and Employment
10. National Security and Veterans Affairs
11. Social Insurance and Human Services
12. Labor Force, Employment, and Earnings
13. Income, Expenditures, Poverty, and Wealth
14. Prices
15. Business Enterprise
16. Science and Technology
17. Agriculture
18. Natural Resources
19. Energy and Utilities
20. Construction and Housing
21. Manufactures
22. Wholesale and Retail Trade
23. Transportation
24. Information and Communications
25. Banking, Finance, and Insurance
26. Arts, Recreation, and Travel
27. Accommodation, Food Services, and Other Services
28. Foreign Commerce and Aid
29. Puerto Rico and the Island Areas
30. International Statistics
31. Other

Increases agency accountability and responsiveness
Improves public knowledge of the agency and its operations
Furthers the core mission of the agency
Creates or expands economic opportunity
Responds to need and demand as identified through public consultation
Other