

Basic Attributes for Data Elements

The following table provides interim guidance on the information that is required for data management staff to analyze new alphanumeric data elements. Spatial data elements follow the Federal Geographic Data Committee (FGDC) approved Content Standard for Digital Geospatial Metadata (FGDC-STD-001-1998):

<u>Information Required</u>	<u>Example</u>
Name	The data element name is made up of a Subject Area , Modifiers, and a Classword. The name of the data element must follow the Data Element Naming Convention
Definition	A definition must be provided that: <ul style="list-style-type: none"> • is not circular or self defining (doesn't use the words in the element name to define it). • includes references to any aliases and exceptions, as applicable • does not contain abbreviations or acronyms • is expressed without having to define the words used. • uses common terminology. • is stated in the singular.
Domain values or range of values	The singular value(s) or range of values that a data element may contain.
Type and Length	The data type (text, number, etc.) and the maximum number or digits or characters it may contain.
Precision, Format Characteristics	Any format or numeric precision characteristics that may be required.
Units of Measure (if applicable)	e.g., feet, yards, meters, gallons
Calculated or Derived Code	Indicated whether the data contained in the element is calculated or derived from other data. If the data is calculated or derived the calculations or derivations must be described.
Data Steward	The name, e-mail address, phone number and fax number of the Data Steward must be supplied.

Business Rules	List any business rules that apply to the data including but not limited to: <ul style="list-style-type: none"> • Limitations on use • Access/security • Update/change requirements • Data history requirements
Data Source	Where, and/or from whom the data is collected.
Reference Standard	If this data element is part of a standardized dataset, indicate which one (e.g.; FGDC, etc.)
BLM Program	The name of the BLM activity where the data is managed.
Authority(ies)	The regulatory or statutory authority where the data is being collected.