

## Data Documentation Standards

Each LOJIC participant agency is responsible for creating and updating metadata documentation for each of its data layers it provides to LOJIC. Through this effort, LOJIC provides the consistent framework for sharing geographic data to the local user community.

Documentation of the LOJIC GIS database is designed to provide users with general descriptions and data dictionaries for the various shared LOJIC GIS databases. The documentation includes specific information on:

- 1) [General Database Characteristics](#)
- 2) [Database Description](#)
- 3) [Database Status](#)
- 4) [Point of Contact](#)
- 5) [Feature Attribute Tables/Data Dictionaries](#)

Each layer and table must be documented using the template. Submit the layer metadata using the data template to LOJIC for insertion into LOJICDOC. [LOJIC Contacts](#)

[LOJIC User Documentation Template](#)

## General Database Characteristics

1. **Database name**: Layer or file name (ie MB, CN, AMF, etc.)
2. **Common name**: Descriptive name of data (ie Municipal Boundaries, Contours, Address Master File, etc.)
3. **Location**: Library name or full pathname (library JEFFCO, library PTD, etc)
4. **Theme**: The database documentation in LOJICDOC will include a summary section that classifies each database by theme. Many of our databases may be classified into more than one theme. At this time, however, all LOJIC databases should fall into one of the following thematic categories:

Planimetrics, Political Districts, Topographics, Demographics  
Property, Transportation, Addresses, Sewers, Hydrology,  
Soils, Reference Grids, Administrative Districts

5. **Type(s)**: Layer or INFO file; ex. line, poly, route
6. **Class**: All appropriate ARC/INFO feature classes contained in the database
7. **Precision**: Single or double
8. **Geographic Extent**: Most of our databases are county wide - there may be exceptions
9. **Database size**: The size of the actual database in MB
10. **Usage limitations**: Brief description of any circumstances or characteristics that may limit the use of the database; data may be appropriate only for limited scales or for overlay/analysis purposes and not large scale cartographics (as with MC, SOILS, etc).

# **Database Description**

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11. **Description:** Brief description of the database, its contents and general attributes (as for MB - Polygon coverage of all classes of cities in Jefferson County; polygons have attributes for city names, class and codes; arcs have COGO attributes for future use.)
12. **Source:** The original source from which the database was created (ie aerial photography, PVA block maps, SCS soil survey, Planning Commission Address Master File, etc)
13. **Scale:** Scale (in feet) at which the graphic data was compiled; not applicable for INFO databases.
14. **Author agency:** LOJIC user agency responsible for creating the database
15. **Conversion procedures:** How was the data converted to ARC/INFO; attach additional sheets if more space is needed to fully describe conversion process.
16. **Intended use:** Why was the database created, list applications or users it was designed to support.

## **Database Status**

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17. **Status:** Present status of the database; preliminary, design, final, revision.
18. **Data date:** Date (or just year) data was created.
19. **Release date:** Date (year) data was published
20. **Maintenance frequency:** Specify how often data is updated, if known; most databases would show ad hoc corrections; others such as PMD would show daily updates.
21. **Latest revision:** Last known revisions to the database
22. **Maintained by:** The LOJIC user agency responsible for maintaining or updating the database; often different than the author agency.
23. **Comments:** Used to further explain or describe database maintenance or status.

## **Point of Contact**

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24. **Point of Contact:**

**LOJIC users who serves as primary contact for specific information about the database.**

## **Feature Attribute Tables or Data Dictionary**

25. **FATs/Data Dictionaries:** List the tabular attributes for the feature. For each column or item give a brief description. For attributes with a limited set of values, provide specific definitions.

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## LOJIC Data Layers and Contacts

All layers in the LOJIC GIS are projected in the Kentucky State Plane Coordinate System, North Zone (3976), North American Datum of 1983 (NAD83) using the GRS1980 ellipsoid. All elevation data are based on the National American Vertical Datum of 1988 (NAVD88).

LOJIC users are encouraged to supply any additional databases that may be deemed useful and beneficial to the shared LOJIC GIS. For additional information regarding database additions and modifications or LOJIC GIS database documentation, contact:

Bruce Carroll  
LOJIC Database Administrator  
700 West Liberty St.  
Louisville, KY 40203  
Phone: (502) 540-6543  
Fax:(502) 540-6499  
E-mail [carroll@lojic.org](mailto:carroll@lojic.org)

Or

Jeff Ackerman  
LOJIC Sr. GIS Analyst  
700 West Liberty St.  
Louisville, KY 40203  
Phone:(502) 540-6372  
Fax:(502) 540-6499  
E-mail [ackerman@lojic.org](mailto:ackerman@lojic.org)

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