



Data Store User Guide

Creating Quality Content

This document outlines suggestions for creating high-quality records in Data Store.

Introduction

Creating high-quality metadata takes some time. Focusing certain areas and asking the right questions will ensure that the content you add to Data Store will be as valuable as possible. This guide's purpose is to outline suggestions that generally improve content.

In putting together a Quality Assurance Plan for Data Store, we articulated the following values that describe useful information in the Data Store.

Table 1: Quality Assurance Plan for Data Store.

Scope	Value	Information
Reference (Metadata)	Accountable	Who created the metadata record and when; who, over time, made edits to the metadata; who is currently responsible for the record
	Accurate	Metadata represents the information for all of the associated files/links
	Complete	All important fields are completed with relevant information
	Consistent	Similar types of information (e.g., reports) are described consistently; data for specific fields are entered consistently; content types are categorized appropriately
	Clear	Concise; no duplicate metadata records; no misspellings; grammatically correct
	Compliant	Compliant with other federal standards
	Utility	Helps users locate your information; the content has value for park staff and the public
Files and Links	Accessible and Available	Can be accessed consistently easily from any computer regardless of web browser. Files sizes are downloadable, even if connectivity is not ideal. File access is secure and accessible to the correct people. Thereby ensuring sensitive, proprietary and/or poor quality information is not distributed broadly. Files are in common non-proprietary formats that enable them to be read by all NPS staff and, ideally, by the public, using standard software installation.
	Utility	Metadata allows users to understand how the files should be used. The file clearly points back to the full metadata record; the content of the files has value in informing resource management decisions and has value in representing NPS work to the public.

Quality References

Accountability

- Reference owners are active in the NPS
- Owners have a vested interest in the integrity of the records they own
- Owners are familiar with the content and could answer follow-up questions from NPS users or the public

Accuracy

- For all attached files/links, the reference is accurate and clear when describing the type of information, authorship, and publication dates
- The reference is linked to an organization or unit because it mentions this organization by name or geography
- The text has been spell-checked and proofed
- Record creator confirms that duplicates do not already exist in the Data Store

Completeness

- All the primary fields are completed with relevant information. The most important fields are:
 - Title
 - Author(s)
 - Date of Publication
 - Description
- Fields that do not apply, or where information is unknown, are left blank

Consistency

- Metadata follows patterns to help with discoverability

Compliance

- When uploading geospatial information, attach a FGDC-compliant XML record with the data
- Select the proper sensitivity and proprietary levels

Utility

- The reference has obvious value, which is why it should be added to Data Store
- Adequate description, keywords, and subject categories ensure users should be able to easily search for and locate the Reference

Quality Files and Links

Accessible and Available

- Files or links are accessed consistently easily from any computer, regardless of web browser
- Files sizes are downloadable even if there is poor connectivity
- File access is secure and for the correct people, thereby ensuring sensitive, proprietary, or poor-quality information is not distributed broadly
- Files are in common non-proprietary formats that enable them to be read by at least all NPS, and, ideally the public, staff using standard software products.

Utility

- Metadata makes it clear how the files should be used
- The files clearly point back to the full metadata record
- The content of the files has value in informing resource management decisions and in representing NPS work to the public