



**UNITED STATES DEPARTMENT OF
COMMERCE**
**National Oceanic and Atmospheric
Administration**

MEMORANDUM OF TRANSMITTAL

FOR: VADM Manson Brown, NOSC Chair
Mr. Zachary Goldstein, NOAA CIO

FROM: Jeff de La Beaujardière, EDMC Chair

SUBJECT: Transmittal of the approved *NOAA Data Documentation Directive version 2.0*

As Chair of the Environmental Data Management Committee (EDMC), I am pleased to submit the *NOAA Data Documentation Directive* to the NOAA Observing Systems Council and Chief Information Officer Council. Version 2.0, attached, was unanimously approved by the EDMC on 2016 Nov 30. This supersedes the previous version, which was issued on 2011 Oct 28. NAO 212-15 states that “the EDMC shall identify, develop, and approve Procedural Directives associated with this Administrative Order.” The *Data Documentation Directive* was developed by a cross-NOAA writing team with input from the Line Office Principals of the EDMC, a stakeholder review by metadata experts, and a NOAA-wide review. The current and previous versions of this Directive will be publicly available at <https://www.nosc.noaa.gov/EDMC/PD.DD.php>.

The purpose of the *Data Documentation Directive* is to require that NOAA environmental data be described by machine-readable metadata based on the International Standard for Geographic Metadata (ISO 191xx family of standards). The directive applies both to digital data available online and to collections of off-line or non-digital data recorded on physical media such as paper, magnetic tape, or CD-ROM. A one-year deadline is established for metadata creation and publication in the NOAA Data Catalog. NOAA Programs may request Extensions or Waivers if needed; such requests will be summarized to NOSC and CIO Council for awareness. The Directive makes provisions for supporting metadata in the legacy US Federal Geographic Data Committee format, and calls for a plan to migrate to the newly-revised ISO metadata standard over the next few years.

Jeff de La Beaujardière, PhD
Chair, Environmental Data Management Committee

2016-12-02
Date

