

# Montana Data Portal Metadata Information

As required by the Memorandum of Understanding (MOU) with your organization for the Montana Data Portal (portal), please fill out the Customer Response column below. Each dataset requires a separate Metadata Information document.

When completed, please submit to the SITSD Service Desk by emailing [servicedesk@mt.gov](mailto:servicedesk@mt.gov) or visiting <http://servicedesk.mt.gov> (available to state employees only). If you have any questions about this document, please contact the SITSD Service Desk using the information above, or by calling 406-444-2000.

Field	Description	Customer Response
<b>Dataset Title*:</b>	This is the name that will appear on the portal.	
<b>Brief Description*:</b>	Explanation about the data set. Description may include an abstract or detailed text.	
<b>Primary and Secondary Contacts, and Primary Mobile Phone Number*+:</b>	Identify Primary and Secondary Contact Names, email addresses and mobile phone numbers. These will be used as a reference to route questions and comments concerning the data set.	
<b>Data Provided By*:</b>	Department, Division, Agency or Organization	
<b>Category*:</b>	Identify the category in which the data set will appear on the portal (only one may be selected). Select from the following: Business, Drivers, Education and Training, Employment, Environment, Family Services, Financial, Health, Information and Referrals, Licenses, Permits, Politics, Property, Public Safety, Recreation, Shopping, Taxes, Tourism, Transportation, Vehicles, Voting	
<b>Tags/Keywords:</b>	Searchable keywords, or data set tags; these are to help the customer find the data set. They also provide ways to find other data sets that may be similar. Separate tags with commas.	
<b>Update Frequency:</b>	Frequency when changes and additions are made to the data set after the initial data set is released. For example, a data set can be updated daily, weekly, bi-monthly, monthly, quarterly, semi-annually, annually, as needed, etc.	
<b>Dataset Accuracy:</b>	Comments about the accuracy of the data set, if applicable.	

\* = Required Field

+ = Information for internal use only, not displayed on the portal

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<b>Dataset Security<sup>+</sup>:</b>	A data set can be either public or private. If the data set is considered private (available only to those authorized), please list the Active Directory group containing those that may access this data. (Applicable for state employees only.)	
<b>Source Link:</b>	Sources related to the data set can be provided. Include text explaining the source and then a link where the customer can find additional information.	
<b>Additional Disclaimer:</b>	There is a standard disclaimer for the portal. If there are more restrictive terms, or additional disclaimers needed for the data set, provide that information.	
<b>Thumbnail Image Upload Image:</b>	A special image (icon) may be associated with each data set. Please indicate yes/no as to whether an image is desired. If yes, please provide the image through the SITSD Service Desk (as described at the top of this document).	
<b>Attachments:</b>	Attachments (such as a .pdf document) may be associated with each data set. Please indicate yes/no as to whether there will be any attachments and the name of the file(s). Attachments may be provided through the SITSD Service desk (as described at the top of this document).	
<b>Comments<sup>+</sup>:</b>	List any other pertinent information or special instructions regarding this data set. These comments are for internal use only and will not be displayed on the portal.	
<b>Contact Email<sup>+</sup>:</b>	Please input the dataportal@mt.gov email as the 'contact email'. The Data Portal Manager will coordinate and forward if necessary any emails received to the Agency Primary Contact. Otherwise, the dataset owner will receive all emails from the public and agencies through the 'About' tab and clicking on the contact dataset owner action.	

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