



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240



In Reply Refer To:
FWS/IRTM

OCT 24 2006

Memorandum

To: Service Directorate *Michael J. Howell*

From: Assistant Director-Information Resources and Technology Management and
Chief Information Officer

Subject: Adoption of the Dublin Core Metadata Element Standard, Version 1.1

The procedural standard, Dublin Core Metadata Element Standard (DCMES), Version 1.1, has successfully completed the formal national review process for proposed data standards and is hereby formally adopted. Review comments received from Service personnel indicate full concurrence, with no recommended changes. Comments pertaining to the application of this standard have been addressed to the extent possible and do not affect the content of the final data standard.

The adopted standard is attached and can be viewed at <http://www.fws.gov/stand/> and <http://intranet.fws.gov/region9/data/standards/standards.html>.

This purpose of this standard is to identify and define a consistent set of core elements for describing digital records of information resources developed or distributed by the Service, including printed books and publications, CD-ROM's, DVD's, VHS tapes, video and film clips, images, photos, and electronic documents that will be shared, used many times, or are of potential historic/long-term importance to the Service. Questions on the use or application of this procedural standard should be directed to Anne Roy, Data Steward, Branch of Media Services, National Conservation Training Center.

Please distribute this memorandum and attachments to all Regional and Field Offices to ensure that staff members are aware of this adopted standard and the requirement to apply it Service-wide where appropriate.

Questions and comments pertaining to data standards that have been adopted for Service-wide use should be directed to Barb White, National Data Administrator, Division of Information Resources and Technology Management, Branch of Data and Systems Services, via electronic mail, or by phone at 303-275-2310.

Attachment

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