

## Section 3. Metadata and Suggested File Formats#

### 3.1 Project Metadata#

The metadata elements presented in sections 3.1 to 3.5 can also be downloaded in a spreadsheet format as [xlsx](#) or [ods](#) files.

Element	Description
Title	The project name or name for the dataset
Description	The original purpose for the survey work.
Subject	Keywords for the subject content of the dataset (qualified using e.g. the English Heritage NMR Monument Type Thesaurus or the MDA Object Type Thesaurus.
Coverage	Site location and description. The address, or coordinates for the site and a description of the site and object or structure to be surveyed. Coverage should also include any relevant period terms.
Creators	Full name and organization(s) of the surveyor(s)
Identifiers	Project or reference numbers used to identify the dataset.
Dates	Date or dates that the survey was conducted in both the field and/or lab.
Intended accuracy or scale of the survey	The originally intended accuracy or scale that the survey was to achieve.
Description of reference information used	Describe any existing reference information available to the surveyor(s), including paper plans or digital spatial data of the site or object.
Additional project notes	Any additional project notes that the surveyor feels applicable.

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