IMTG
GIS Support Services Division

Metadata Standards

For geospatial data sets

For Record (as-built) drawings and documents

Document history

revision letter	release date	major changes	approved by
A	June 2014	General Review	
B	August 2014	IMTG GIS Support Services Division	
C	August 2017		

Table of Contents

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About this book

The standards described in this document are provided to help LAWA staff, consultants and project partners prepare files for use in LAWA projects.

By using these standards, LAWA will achieve a standardized approach to spatial data management and related record document(s) that will bring many benefits to both the organization and its staff. These benefits include, but are not limited to:

- consistent and more reliable data that will lead to more informed decision making
- closer integration with other LAWA information systems and LAWA spatial data users
- portability of staff skills
- greater interoperability with organizations outside of LAWA

Relation to existing standards

The LAWA standards have adapted and extended a series of metadata standards already developed or approved by FGDC, including ISO standards, SDSFIE and Dublin core metadata

Who should read this book

These metadata standards are for use in-house by LAWA and for architects, engineers, surveys and consultants delivering information to LAWA. The purpose of these standards is to ensure all relevant digital and scanned documents, digital CAD or BIM data files and related geospatial datasets meet LAWA standards.

Within LAWA; AEGIS and DDMS are tools designed for users to create metadata that meets the LAWA Metadata Specification. These tools provide an interface that leads a user through dialog steps and options to create a metadata record. Users do not need to be familiar with the full LAWA Metadata Specification to create metadata that meets this specification

How this book is organized

After the introduction, this book contains the following sections:

- Metadata for geospatial data
- Metadata for record (as-built) drawings and documents

Related documents

CAD, BIM, GIS, Survey and EDI standards along with other documentation related to these standards are available on the LAWA website. LAWA Standard Documents and Guidelines

Abbreviations

AEGIS	-	Airport Enterprise Geographical Information System
ANSI	-	American National Standards Institute
BIM	-	Building Information Modeling
CAD	-	Computer Aided Design and Drafting
CSDGM	-	Content Standard for Digital Geospatial Metadata
DDMS	-	Document & Drawing Management System
CPPE	-	Capital Planning, Programming and Engineering
EDI	-	Electronic Data Interchange
FAA	-	Federal Aviation Administration
FGDC	-	The Federal Geographic Data Committee
GIS	-	Geographic Information System
GISSSD	-	GIS Support Services Division
IMTG	-	Information Management Technology Group
ISO	-	International Organization for Standardization
LAWA	-	Los Angeles World Airports
LAX	-	Los Angeles International Airport
ONT	-	Ontario Airport
PMD	-	Palmdale Airport
SDSFIE	-	Spatial Data Standards for Facilities, Infrastructure, and Environment
VNY	-	Van Nuys Airport

Introduction

Metadata is structured information that describes, explains, locates, or otherwise makes it easier to retrieve, use, or manage an information resource. Metadata is often called data about data or information about information.

Metadata allows data users to make informed decisions on the suitability of data for a given purpose, to understand how the data was captured and how up to date the data is.

Tools for capturing geospatial and document metadata are provided within LAWA by the AEGIS and DDMS applications. These applications allow users to create, view, and edit metadata records within a defined metadata structure.

- For geospatial data sets, metadata allows LAWA to share information throughout the enterprise primarily through the AEGIS system. The geospatial element sets include topographic and utility/facility data.
- For record (as-built) drawing and documents, metadata is used for a formal resource description that can apply to any type of document, digital or non-digital.

These standards and specifications are intended to improve data consistency and availability of information, and facilitate spatial information dissemination and sharing within LAWA.

All files and documents submitted to LAWA must be accompanied by a transmittal form holding all required metadata.

Transmittal forms along with other documentation related to these standards are available on the LAWA website. LAWA Standard Documents and Guidelines

Standards in use at LAWA

LAWA Standards

This section provides an overview of LAWA specific standards, plus related federal, local, and national standards. LAWA standards have been created to improve productivity and reliable information exchange through the full life-cycle of geospatial data, CAD and BIM files along with related documents.

LAWA Metadata Standards

Metadata is structured information that describes, explains, locates, or otherwise makes it easier to retrieve, use, or manage an information resource. Metadata is often called data about data or information about information.

LAWA CAD Standards

The LAWA CAD standards are based largely on the AIA CAD Layer Guidelines and the National CAD Standards (NCS), adapted where necessary to suit LAWA-specific requirements.

LAWA GIS Standards

The LAWA GIS standards are directly based on the ANSI Spatial Data Standard for Facilities Infrastructure and Environment (SDSFIE), Release 2.60, extended in certain areas to handle specific information relevant to LAWA. *GIS Standards for LAWA Projects* presents the most important aspects of SDSFIE as it applies to LAWA.

LAWA Survey Standards

The LAWA Survey and Remote Sensing Standards are based on requirements laid out in Airport Circulars published by the FAA, adapted where necessary to suit LAWA-specific requirements.

LAWA BIM Standards

These guidelines focus primarily on adaptation of standards for practical and efficient application of BIM, particularly at the handover (Record - As-Built) stage of a project. Based on USACE_CAD-BIM_Technology Center: version 1.1 and National BIM standard (United States): version2

LAWA EDI (Electronic Data Interchange) Standards

This Standard provides a framework for all data requests and all hard copy or electronic data submittals to or from LAWA, thus ensuring a streamlined data exchange process

❖	These standards along with other documentation related to these standards are available on the LAWA website. LAWA Standard Documents and Guidelines

National and International Standards

ISO 19115 – 2: Geographic information - Metadata - Part 2

Fully endorsed by the FGDC, ISO 19115-2 has become the preferred standard for LAWA as it includes all of the elements of ISO 19115 as well as additional elements that are relevant to many geospatial data sets (raster, imagery, GPS, monitor stations, instruments, etc.).

FGDC-STD-001 June 1998

The Content Standard for Digital Geospatial Metadata (CSDGM) has been in use at LAWA for a long time, and legacy data will remain valid for many years.

SDSFIE 2.6

The overall structure of LAWA current geospatial repository is based on SDSFIE 2.6.

SDSFIE organizes real world features such as runways, roads and water pipes into a hierarchical structure.

Dublin Core Metadata

LAWA broadly follows International standards for metadata. National and international standards communities, especially ANSI (American National Standards Institute) and ISO (International Organization for Standardization)

The basic standard is Dublin Core Metadata element set (ISO standard 15836)

❖	Check the ANSI and FGDC site for information on latest versions

Compliance

Having timely up to date, accurate, fully compliant data available to the LAWA community forms an integral part of planning within any project. The aim of these standards is to ensure a smooth data transfer of information into the LAWA geospatial data base and efficient data maintenance through the complete data lifecycle. Accordingly, the terms and conditions of a LAWA contract require compliance with these standards.

Failure to comply with these standards may result in organizations being back-charged for any financial costs incurred by LAWA for rectifying inconsistencies and errors

❖	See EDI for standards governing data submitted to LAWA, this along with other documentation related to these standards are available on the LAWA website. LAWA Standard Documents and Guidelines

The individual or organization submitting the files is also responsible for ensuring that all links between non-graphic data and graphic data, and all relationships between database tables, shall be preserved or automatically reconstructed when data is transferred to the LAWA GIS environment.

Request of Variance

Compliance with the LAWA standards and data deliverables demands are the cornerstone of achieving trustworthy and relevant data.

Suggestions for improvements or extensions to these standards and demands are encouraged, to meet unforeseen requirements and as a way to improve effectiveness and clarify any ambiguities; any such deviation must be approved by LAWA, in advance and in writing. . Requests need to be submitted on the “Request for variance” form, this form along with other documentation related to these standards are available on the LAWA website. LAWA Standard Documents and Guidelines

Metadata for Geospatial Data

Introduction

An important aspect of any Geographic Information System is the ability to classify and attribute any spatial entity (feature).

Within LAWA the AEGIS application provides a flexible, user-definable, hierarchical structure for classifying entities. The data administrator can also define attributes to be used for an entity type. A filtering mechanism provides the flexibility to activate only the entity types and attributes which are needed.

An important aspect of LAWA spatial data standards is the integration of CAD, BIM and GIS standards. GIS relies on attributes and thematic rendering to distinguish different items of information about the same feature. In CAD, each entity type (for example water pipe) is generally created on several CAD layers (for example abandoned, main, fire, potable, and non-potable).

Spatial data in CAD is created in separate layers distinguishable by color and/or line style. The LAWA spatial data standards allow defining discriminators (CAD layers) for each entity type. Each discriminator of an entity type is assigned a CAD layer and block (for point entity types) conforming to the LAWA CAD standards.

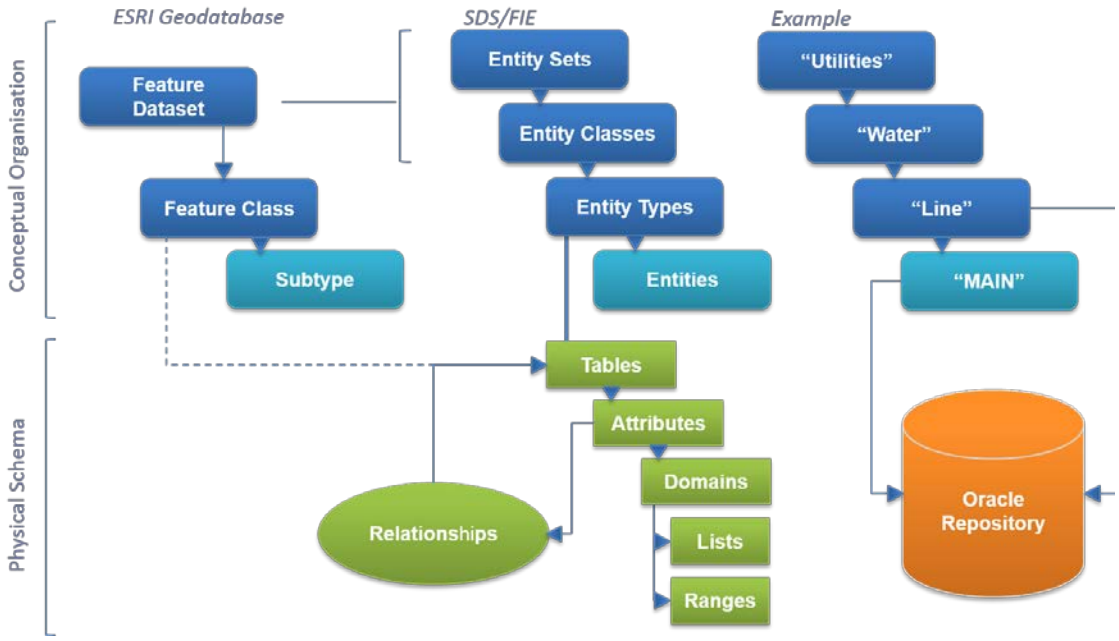
Metadata on utilities and infrastructure is managed on the basis of SDSFIE structures, while taking into account the current FAA requirements. The purpose of the SDSFIE classification scheme is to allow drilldown from entity sets to detailed information on a single entity.

GIS standards including all geospatial metadata, along with other documentation related to these standards are available on the LAWA website. LAWA Standard Documents and Guidelines

Geospatial Data Organization

The data organization described in this standard is based upon the ANSI standard Spatial Data Standards for Facilities, Installations and Environment (SDSFIE), Release 2.60.

The SDSFIE standard organizes real world features such as runways, roads and water pipes into a hierarchical structure. The data model for SDSFIE consists of five basic levels of hierarchy:



SDSFIE data organization

Entity Sets group data by function, in line with SDSFIE

Entity Classes group data within each entity sets

Entity Types group entities – individual, real world features (such as runways, roads and water pipes) represented on a map or drawing

Attribute tables contain non-graphic information, or attribute data, used to describe entities

Relationships define which attributes may be used to describe a given entity type

Domains limit possible values for a particular attribute; list domains define a list of valid values for text attributes, range domains set upper and lower limits for numeric attributes.

❖	Note on terminology: CAD sources tend to prefer the term entity, while GIS sources prefer feature. The two are essentially interchangeable

Metadata for Record (as-built) Drawings and Documents

Introduction

Metadata provides vital information about each of the Record (as-built) drawings and documents stored in DDMS. Metadata allows LAWA staff and contractors to be able to quickly retrieve relevant drawings or documents from DDMS.

These standards focus on storing and organizing the following data to support technical document management within LAWA.

- record (as-built) drawings and documents, normally stored at project close-out
- as-constructed surveys
- design and construction drawings
- Certificate of Occupancy (C of O)
- geotechnical reports
- O&M Manuals
- facility inspection Reports and Pictures
- facility Asset Inventory(ies)

Relevant metadata about each drawing or document is stored in the DDMS database.

- some of these metadata elements are automatically populated by DDMS
- other metadata elements have to be added by hand; to ensure consistency when these elements are entered, the DDMS includes pick-lists of metadata values

All new documents introduced into the system must follow these standards and include metadata attributes

❖ ❖	Other documentation related to these standards is available on the LAWA website. LAWA Standard Documents and Guidelines

Categories

Drawing metadata attributes are divided into eight categories, each of which is described in more detail in the sections that follow.

identification

Identification metadata covers information that identifies drawings and documents, plus any qualifiers for that information.

dates

Date metadata identifies significant dates that apply to a record.

description

Description metadata specifies the discipline, utility, drawing or document type and airport location documented in the record.

originator

Originator metadata identifies people, work group/s or organization/s who:

- were involved in creating a record
- are responsible for a record or a group of records

disposition

Disposition metadata identifies the origin, status and version of a document.

format

Format metadata provides information about a record's format, which in turn indicates the technology required to read/edit the record.

storage

Storage metadata identifies the location of active records stored by LAWA, using a path name for electronic records or a location name for physical records.

workflow

A sequence of connected steps for document notification, review or approval.

Metadata Fields

The table below shows all metadata field names and labels available at LAWA, which may or may not be currently active.

field name

identifies a field in the AEGIS database

field label

human-readable label identifying a field in the user interface

is active

Identifies which fields are currently (at time of standards) active within the AEGIS and DDMS applications

Look Up Table (LUT)

list of valid values used to guarantee consistent input values: only values already in the list can be selected

category

category of information the metadata belongs to

Example

The table gives an example of metadata for a drawing

metadata					
field name	**Field label**	**Is Active**	**Look Up Table LUT**	**Category**	**Example**
ddms_doc_id	Bar Code No.	Y		Identification	0081992
airport_code	Airport Code	Y	d_ddms_air_code	Description	LAX
drawing_no	Drawing No	Y		Identification	20110045-2
project_title	Project Title	Y		Identification	LAX AIRPORT LAYOUT PLAN
discipline_code	Discipline Code	Y	d_ddms_discipline	Description	CIVIL
sheet_no	Sheet No	Y		Identification	2 OF 2
sheet_title	Sheet Title	Y		Identification	EXISTING LAYOUT PLAN SHEET
document_date	Document Date	Y		Date	09/05/2012

metadata					
field name	**Field label**	**Is Active**	**Look Up Table LUT**	**Category**	**Example**
rev_no	Rev No	Y	d_ddms_air_code	Identification	
rev_date	Rev Date	Y		Date	07/18/2013
drawing set	Drawing Set	Y		Identification	2000015
media_sub_loc.	Media Sub-Loc.	Y	d_ddms_media_sub loc	Storage	F023A
util_dwg	Util Dwg	Y	d_ddms_util_dwg	Description	NO
comments	Comments	Y		Description	FAA APPROVED ON 7/18/13; PREPARED BY HNTB
alias	Alias	Y		Identification	
drawing type code	drawing type code	Y	d_ddms_dct_code	Description	ALP
media_loc.	Media Loc.	Y	d_ddms_media_loc	Storage	FLAT
dwg._media	Dwg. Media	Y	d_ddms_drw_media	Format	PAP
doc_status	Doc. Status	Y	d_ddms_dph_code	Disposition	AS
airport_loc_code	Airport Loc. Code	Y	d_ddms_pri_code	Description	AS
sheet_type	Sheet Type	Y	d_ddms_sheet_typ	Identification	OT
project_id	Project Id	Y		Identification	
film date	film date	Y		Date	
expire date	expire date	Y		Date	
image destr date	image destr date	Y		Date	
design code	design code	Y		Origination	
filename	filename	Y		Identification	0081992.pdf
file_size	File Size	Y		Storage	7295960

metadata					
field name	**Field label**	**Is Active**	**Look Up Table LUT**	**Category**	**Example**
file_date	File Date	Y		Date	10/11/2012
drawing_set_desc	Drawing Set Desc	Y		Identification	
user_name	User Name	Y		Identification	rita
time_stamp	Time Stamp	Y		Date	08/08/2013
archive_level	Archive	Y		Storage	0
is_published	Is Published	Y	d_ddms_yes_no	identification	Y
grid_code	Grid Code	Y		Description	ALL GRIDS
file_path	File Path	Y		Storage	
file_ext	File Ext	Y		Format	
application_code	application code	Y		Format	
wflow user	wflow user	Y		Workflow	
Filename	Filename	Y		identification	
docid	Docid	Y		Disposition	
sec_code	Sec Code	N		Disposition	
scan_oper_id	scan oper. id	N		Origination	
scan_device_id	scan device id	N		Origination	
indx_oper_id	Indx Oper Id	N		Origination	
wflow_step	Wflow Step	N		Workflow	
rec	Rec	N		Identification	
recepient	Recepient	N		Workflow	

metadata					
field name	**Field label**	**Is Active**	**Look Up Table LUT**	**Category**	**Example**
division_code	Division Code	N		Origination	
originality	Originality	N		Format	
type_id	Type Id	N		Description	
dss_code	Dss code	N		identification	
superseded_doc	Superseded Doc	N		Disposition	
cont_sht_no	Cont Sht No	N		identification	
company_code	Company Code	N		Origination	
dwg_scale	Dwg Scale	N		Format	
dwg_size	Dwg Size	N		Format	
scaling_ratio	Scaling Ratio	N		Format	
print_disp	Print Disp	N		Disposition	
page_orient	Page Orient	N		Format	
plan_set_total	Plan Set Total	N		Format	
pm_initial	Pm Initial	N		Origination	
sign_status	Sign Status	N		Disposition	
Designer	Designer	N		Origination	
search_context	Search Context	N		Disposition	
Revno	Revno	N		Identification	
doctypeid	Doctypeid	N		Identification	

metadata					
field name	**Field label**	**Is Active**	**Look Up Table LUT**	**Category**	**Example**
creationdate	Creationdate	N		Date	
description	Description	N		Identification	
authorname	Authorname	N		Identification	
last_edit_by	Last Edit By	N		Origination	
last_edit_date	Last Edit Date	N		Date	
Project	Project	N		identification	

Identification

Identification metadata covers information that identifies drawings and documents, plus any qualifiers for that information.

Identification metadata				
field name	**field type**	**Is Active in AEGIS**	**look-up table (LUT)**	**Description**
ddms_doc_id	identifier	Y		Primary key unique to each entry (same as bar code id for hard copies)
drawing_no	identifier	Y		drawing number
rev_no	identifier			revision number
sheet_title	identifier	Y		individual drawing sheet title
sheet_no	identifier	Y		individual drawing sheet number
project_id	identifier	Y		project number
project_title	identifier	Y		project title
sheet_type	filter	Y	d_ddms_sheet_typ	index sheet, title sheet, other
drawing_set	system	Y		system generated unique ID to link drawings in the same set together
user_name	system	Y		System generated user name
filename	identifier	Y		Name given by LAWA to file
drawing_set_desc	identifier	Y		Description of drawing set
alias	identifier	Y		Add key words or alternative title for the document
is_published	identifier	Y	d_ddms_yes_no	Document or drawing is ready for end user viewing
revno	identifier	N		See rev_no above
rec	identifier	N		Record

Identification metadata				
field name	**field type**	**Is Active in AEGIS**	**look-up table (LUT)**	**Description**
dss_code	identifier	N		Dss code
cont_sht_no	identifier	N		Continue sheet number
doctypeid	identifier	N		Document type ID
description	identifier	N		Document description
authorname	identifier	N		Document author
Project	identifier	N		Project description

Look-up tables for identification metadata

d_ddms_sheet_typ (sheet types)	
value	**description**
IS	index sheet
OT	other sheet
SOS	flag for further research
TS	title sheet

d_ddms_yes_no (release status)	
value	**description**
yes	document is ready for end user viewing
no	document is not-ready for end user viewing

Significant Dates

Date metadata identifies significant dates that apply to a record.

Date metadata				
field name	**field type**	**Is Active in AEGIS**	**look-up table (LUT)**	**description**
document_date	date	Y		Date on document or, in the case of source data sets, the date when the data is published or otherwise made available for release.
rev_date	date	Y		revision date
file_date	system	Y		date of electronic media
film_date	date	Y		the date drawing was microfilmed
last_edit_date	system	Y		date last edited
expire_date	date	Y		date after which the document is invalid
time_stamp	system	Y		date of entry into system
image_destr_date	date	Y		date the document can be purged from system
creationdate	date	N		the date a record or group of records was first created

Description

Description metadata specifies the discipline, utility, drawing or document type and airport location documented in the record.

Description metadata				
field name	**field type**	**AEGIS**	**look-up table (LUT)**	**description**
airport_code	filter	Y	d_ddms_air_code	airport codes
grid_code	description	Y		airport property address grid tiles described by document
airport_loc_code	filter	Y	d_ddms_pri_code	locations within the airport
drawing_type_code	filter	Y	d_ddms_dct_code	type of drawing or map
discipline_code	filter	Y	d_ddms_discipline	architecture and engineering discipline
comments	description	Y		free form comments
util_dwg	filter	Y	d_ddms_util_dwg	utility drawing type
type_id	filter	N		general document type

Look-up tables for description metadata

d_ddms_air_code (airport code)	
value	**description**
LAX	Los Angeles International Airport
ONT	LA Ontario International Airport
PMD	Palmdale
VNY	Van Nuys

d_ddms_pri_code (airport locations code)	
value	**description**
AS	Airside

BR	Bradley International
CG	Cargo
IM	Imperial Terminal
LS	landside
SOS	flag for further research
T1	Terminal 1
T2	Terminal 2
T3	Terminal 3
T4	Terminal 4
T5	Terminal 5
T6	Terminal 6
T7	Terminal 7
T8	Terminal 8

Table 9: d_ddms_dct_code (drawing/map type)

value	**description**
AIRF	airline facility
ALP	airport layout plan drawings
AP	aerial photos
APR	apron
AST	airside
CCTV	closed circuit TV
DM	district/cadastral map
EX	exhibits
FAA	FAA facility drawings
FIS	federal inspection services

Table 9: d_ddms_dct_code (drawing/map type)	
value	**description**
LAWA	LAWA facility
LE	lease exhibit
LST	landside street
MLE	Master Lease Exhibit
MP	Master Plan Drawings
RM	reference map
RW	runway
SOS	flag for further research
TC	tenant construction drawings
TM	tract map
TPD	third party drawing
TW	taxiway
WIRE	wireless
WM	WYE map

Table 10: d_ddms_discipline (discipline code)	
value	**description**
ARCH	architectural, interiors and facilities
CIVIL	civil and site work
ELEC	electrical
ENV	environmental
FIRE	fire and life safety
GEO	geotechnical
LAND	landscape architecture

Table 10: d_ddms_discipline (discipline code)	
value	**description**
MECH	mechanical
PLUM	plumbing
SEC	security
SOS	flag for further research
STRUC	structural
SVY	survey
TLCM	telecommunications

Table 11: d_ddms_util_dwg (utility drawing type)	
value	**description**
C	communications
F	fuel
G	gas
INSIDE	interior utilities
L	electrical
M	composite utilities
NO	not a utility drawing
SOS	flag for further research
T	storm sewer
W	water
X	other utilities
YES	this is a utility drawing (outside)
Z	sanitary sewer

Originator

Originator metadata identifies people, work group/s or organization/s who:

- were involved in creating a record
- are responsible for a record or a group of records

Originator metadata				
field name	**field type**	**Is Active in AE-GIS**	**look-up table (LUT)**	**description**
design_code	origination	Y		name/code of design company
last_edit_by	system	Y		ID of user who edited document last
scan_device_id	system	Y		ID of scan device
scan_oper_id	system	Y		ID of scan operator
division_code	filter	N		LAWA division responsible for drawing or map
company_code	origination	N		company code of the organization responsible for the record, usually the organization who created the record
pm_initial	origination	N		initials of LAWA project engineer
designer	origination	N		initials of designer
indx_oper_id	system	N		audit trail of operators populating DDMS attribute fields

Disposition

Disposition metadata identifies the origin, status and version of a document.

Table 13: Disposition				
field name	**field type**	**Is Active in AEGIS**	**look-up table (LUT)**	**description**
doc_status	description	Y	d_ddms_dph_code	document status code (i.e., as-built - original or scanned)
docid	filter	Y		Flag to establish level of archive document (0 is most recent)
sign_status	description	N		signed/not signed (approved LAWA signature)
sec_code	description	N		security code
superseded_doc	description	N		document this document replaces
print_disp	description	N		indicates the disposition of the drawing (i.e., 30%, 60%, 90%, engineer stamped as-built, etc…).
search_context	description	N		Used for fuzzy searches

Look-up tables for disposition metadata

d_ddms_dph_code (document source status)	
value	**description**
ABE	as built (electronic original)
ABS	as built (digitised/scanned)
AE	other electronic
AS	other scanned
BAD	bad / unreadable original
SOS	flag for further research

document security	
value	**description**
secret	approval from Police Chief required before release
classified	LAWA badged
public	public access allowed
SOS	flag for further research

Format

Format metadata provides information about a record's format, which in turn indicates the technology required to read/edit the record.

Format metadata				
field name	**field type**	**Is Active in AE-GIS**	**look-up table (LUT)**	**description**
dwg_media	description	Y	d_ddms_drw_media	Information about the media in which a record is stored
application_code	system	Y		software application which generated document (the name of the vendor, software name and version number should be applied)
file_ext	system	Y		file extension
originality	origination	N		drawing medium considered as original, for legal purposes
dwg_scale	description	N		primary scale as shown in the title box or on the drawing (excluding details).
scaling_ratio	description	N		enlargement or reduction ratio
dwg_size	description	N		closest size to the cut size of the physical drawing, for storage location purposes.
page _orient	description	N		orientation of scanned image
plan_set_total	description	N		total number of drawing sheets within drawing set

Look-up tables for format metadata

d_ddms_drw_media (drawing media)			
value	**description**	**value**	**description**
BRF	brown film	PAP	bond/paper

d_ddms_drw_media (drawing media)			
value	**description**	**value**	**description**
DISK	optical media	PHO	photo
ELC	electronic	SEP	sepia
LIN	linen	SOS	flag for further research
MIC	microfilm/aperture card	VEL	vellum
MYL	mylar	POL	polyester film

Storage

Storage metadata identifies the location of active records stored by LAWA, using a path name for electronic records or a location name for physical records.

Table 18: Storage

field name	field type	Is Active in AEGIS	look-up table (LUT)	description
file_path	system	Y		file path
file_size	system	Y		file size
media_loc	description	Y	d_ddms_media_loc	location of the original hard copy media at LAWA
media_sub_loc	description	Y	d_ddms_media_subloc	sub-location
Archive		Y		Archive level
file_name	system			file name

Look-up tables for storage metadata

Table 19: d_ddms_media_loc (physical location)

value	description
BLD_MECH	Building Mechanical Section
BLD_REP	Building Repair Section
CADD_REP	EPMD CADD Group
CUP	Central Utility Plant
ELEC	Electrical
FLAT	Flat Files - Admin West 7th Floor
INSTR	Instrument Shop
PLUMB	Plumbing
SOS	flag for further research
STEEL	Steel shelf

Table 19: d_ddms_media_loc (physical location)	
value	**description**
STEEL_CAB	Steel Cabinet - Admin West 7th Floor
STICK_ADMIN	Stick File Number - Admin West 7th Floor
STICK_OFFSITE	Stick File Number – Off-Site Storage
TELE	Telephone
WOOD	Wood Cabinet - Admin West 7th Floor

Table 20: d_ddms_media_subloc (sub-location for physical records)	
value	**description**
E0001	Flat File Cabinet 1
E0002	Flat File Cabinet 2
E0003	Flat File Cabinet 3
E0004	Flat File Cabinet 4
E0005	Flat File Cabinet 5
SOS	flag for further research

Workflow

A sequence of connected steps for document notification, review or approval

Table 21: Workflow

field name	field type	Is Active in AEGIS	look-up table (LUT)	description
wflow_user	system	Y		AutoEDMS workflow user
recipient	system	N		user who receives the work
wflow_step	system	N		AutoEDMS workflow step