

Common Practices of Preparation of Data Dictionary

A data dictionary provides physical meaning of data, typically in a form of structured table. It provides definition and elaborates the usage and format of the data, as well as other information such as restrictions and relationship to other data.

When publishing datasets on DATA.GOV.HK, corresponding data dictionaries are required. The following three data dictionary attributes are the required bare minimum to include in each accompanied data dictionary:

1. **Name** – A unique name of a data element.
2. **Definition** – A detailed textual description of the respective data element.
3. **Remarks** – Provide supplementary information.

For example:

- i. Default value
- ii. Acceptable values
- iii. Required
- iv. Data type
- v. Data format
- vi. Relationship to other data element
- vii. Distinction between other similar data element

It is recommended to provide the document in PDF format.

Below is an example of the data dictionary discussed above:

Name	Description	Remarks
id	System generated unique identifier	Data type: Numeric, Acceptable values: 0 to 9999
totalRecordsSearched	Total number of records found based on search parameters. Note that the records returned in this XML could just be a subset of the complete list.	Data type: Numeric
currentPage	The current page number of the records returned. This value should match the value specified by the page parameter.	Data type: Numeric
activities	List of activit(ies) that match search parameters.	Data type: Text
organisationNameEnglish	Organisation name in English.	Data type: Text Acceptable values: Social Welfare Department, Home Affairs Department
dateFrom	Activity begin date.	Data type: Date Data format: Date part (YYYY-MM-DD) of ISO 8601 notation
dateTo	Activity end date.	Data type: Date Data format: Date part (YYYY-MM-DD) of ISO 8601 notation

timeFrom	Activity begin time.	Data type: Time Data format: Time part (hh:mm:ss) of ISO 8601 notation
timeTo	Activity end time.	Data type: Time Data format: Time part (hh:mm:ss) of ISO 8601 notation
districtNameEnglish	District in English where an activity (will be) held in.	Data type: Text Acceptable values: Territory-Wide HK Island Kowloon New Territories and Islands
districtNameTChinese	District in Traditional Chinese	Data type: Text Acceptable values: 全港各處 香港島 九龍 新界及離島