

Memorandum of Understanding

Inasmuch as the Division of Archives and Records Service (Archives) and the Automated Geographic Reference Center (AGRC) have embarked on a joint project to preserve the long-term availability of geospatial data, both agencies agree to the following:

- A server will be purchased and maintained by AGRC, including all monthly fees.
- This server will house geospatial data that has been exported from the SGID according to established retention schedules, and transferred into the Archives' custody.
- Data on this server will be independent from live SGID data, and not rely on pointers that could break in the event that files are moved to another location.
- Data will not be deleted, overwritten, or renamed, either by Archives or AGRC, unless by mutual consent.
- Data on this server will continually be available to AGRC as part of its COOP planning.
- Archives will have login access to the server.
- Data transferred to the Archives will include the geospatial datasets in their native format (either shapefiles or geodatabases), as well as access copies in geopdf format.
- Data belonging to separate record series will be placed in separate folders on the server. Data belonging to the same record series will be organized in appropriate subfolders to ease access and understanding of contents.
- A folder naming convention will be established and adhered to by AGRC and Archives.
- AGRC will notify Archives when new data becomes available on the server.
- AGRC will provide the following metadata to the Archives for each transfer to the server: resolution, scale, projection, datum, creation dates, publication dates, record series number, keywords, and descriptive title of data.
- Archives will create a finding aid for the data, with links to the server for public downloading.
- AGRC will transfer any non-public data to the server in a location that is secured and accessible only through an authorization and authentication procedure.
- In the event that non-public data is transferred to the Archives, the Archives will not publish a link to the data, but will still provide a finding aid. Those desiring access to the records will then follow access requirements and pay associated fees, as delineated in UCA 63G-2-101 et seq.
- Data placed on the server will be reviewed no later than every five years by AGRC and Archives for accessibility through current software.
- Data will be migrated as needed to current software by AGRC.

AGRC Representative

Date

Archives Representative

Date