

Preserving North Carolina's Historical  
Footprints: an Update on Archiving  
NC GIS Data

North Carolina State Archives and Records

GICC Meeting | February 11, 2009 | Raleigh, NC

## Recommendations from the Report of the Archives Subcommittee of the GICC - 11/19/08

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- ▶ a. Update the records retention schedule for NC OneMap
  
- ▶ b. Develop the capacity and expertise at the Archives and Records Section to guide development of agency records retention schedules for geospatial content.

# Recommendations from the Report of the Archives Subcommittee of the GICC - 11/19/08

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- ▶ c. Develop a plan and implement steps at the Archives and Records Section to receive geospatial content as prescribed in emerging schedules.
- ▶ ...leveraging of the NC OneMap clearinghouse and data work flow as a content transfer point between data stewards and the Archives and Records Section.



## GeoMAPP: Geospatial Multistate Archive and Preservation Partnership

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### Other Resources

[NC OneMAP](#)

[KYGEONET](#)

[Utah SGID](#)

[National States Geographic Information Council \(NSGIC\)](#)

[National Geospatial Digital Archive \(NGDA\)](#)

[United States Geological Survey \(USGS\)](#)

[National Archives and Records Administration](#)

[National Association of Government Archives and Records Administrators \(NAGARA\)](#)

## GeoMAPP: Geospatial Multistate Archive and Preservation Partnership

### Project Partners

The GeoMAPP effort is driven by a partnership between the Library of Congress and state geospatial and archives staff from North Carolina, Kentucky and Utah. The partners include: the North Carolina Center for Geographic Information and Analysis (CGIA), North Carolina State Archives, North Carolina State University Libraries, Kentucky Department for Libraries and Archives (KDLA), Kentucky Division of Geographic Information (DGI), Utah Division of Archives and Utah Automated Geographic Reference Center (AGRC).

For more information about the partners, click on the Partners link to the left.

### Project Summary

The GeoMAPP effort aims to address the preservation of "at risk" and temporally significant digital geospatial content. Geospatial data layers containing information about land parcels, zoning, roads, and jurisdictional boundaries change regularly. Existing copies of these data are often at risk of being overwritten when updates or changes are made and these superseded snapshots of data are then lost for future use and analysis.

The project also intends to identify other geospatial data sets that would be valuable to preserve due to their utility in analysis such as land use, land cover or population change or content that would be valuable for historic mapping or cultural preservation.

### Project Objectives

- Identify at-risk or temporally valuable geospatial content
- Develop an archives process to ingest and manage these superseded snapshots of geospatial data
- Perform state-to-state transfer and replication of geospatial content
- Implement strategies to enable long-term access and preservation of geospatial content, including lessons learned and best practices identified for archiving geospatial content

# Records Maintenance Principles

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- ▶ How do records end up at the State Archives?
- ▶ Under what authority does DCR advise agencies?
- ▶ How do employees determine how long to maintain a record prior to disposal?
- ▶ Who makes the decision?
- ▶ How should electronic records be maintained?  
(Hint: Back-up is not an archive.)

## Public Records Law

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### General Statute § 132-1 Public Records Act

- a) **"Public record"** or "public records" shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, **regardless of physical form or characteristics**, made or received pursuant to law or ordinance **in connection with the transaction of public business** by any agency of North Carolina government or its subdivisions.

# Public Records Law

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**General Statute § 132-8.1 defines records management program administered by DCR;**

- ▶ establish standards, procedures, and techniques for effective management of public records

**General Statute § 132-8.2 addresses selection and preservation of records considered essential**

- ▶ establish and maintain a program for the selection and preservation of public records considered essential to the operation of government...

# G.S. 121

## Archives and History Act

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- ▶ 121-4(2)

- ▶ Assigns records management responsibility

- ▶ 121-5(b)

- ▶ Regulates the destruction of public records

- ▶ 121-5(c)

- ▶ Directs DCR to assist governments and agencies
- ▶ State Archival Agency Designated. – The Department of Cultural Resources shall be the official archival agency of the State of North Carolina



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***Geospatial Data are  
Public Records***

# Value in Older Data: Solving Business Problems

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**Land use change analysis**

**Climate change**

**Real estate trends analysis**

**Disaster response**

**Resolution of legal challenges**

**Storm water regulation**



**Suburban Development 1993/2002**

Near Mecklenburg County-Cabarrus County NC border



# How to Recognize a Retention Schedule: Sample Schedule Item from NC OneMap

item number

descriptive  
title

**ITEM** xxxxx. **STATE OWNED LANDS DATASET FILE.**

File includes datasets created to identify state-owned complexes, to define the exterior boundaries of state-owned complexes in North Carolina such as N.C. Department of Transportation (NC DOT) maintenance yards, state parks, state universities, etc. Datasets were created by the N.C. Department of Administration, State Property Office, in cooperation with the N.C. CGIA, and are responsible for providing new datasets. Datasets may represent different scale sizes and file formats.

**DISPOSITION INSTRUCTIONS:** Retain superseded dataset in office upon the receipt of new dataset. Transfer electronic records upon update to the State Records Center for immediate transfer to the custody of the Archives. Contact the Government Records Branch, Electronic Records Unit prior to transfer of electronic records.

# Sample Proposed Local Schedule—County Management Schedule

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**ORTHOIMAGERY**

descriptive  
title



## **DISPOSITION INSTRUCTION:**

GIS dataset: Permanent. Create a snapshot of dataset annually.

### **Either:**

Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the *North Carolina Geographic Information Coordinating Council*. (See *Geospatial Records*, page \_\_)

### **Or,**

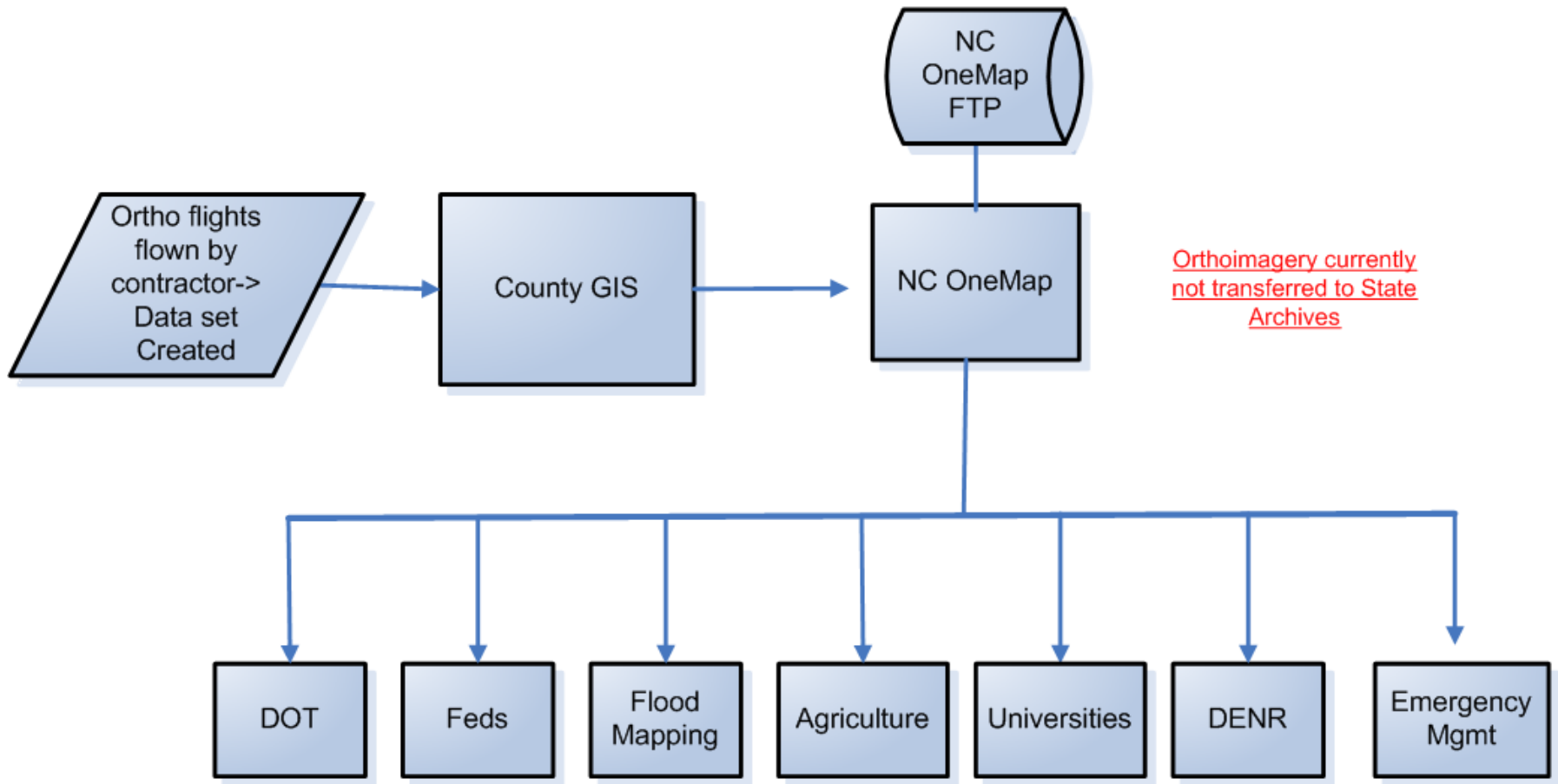
If retained in office permanently, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the *North Carolina Geographic Information Coordinating Council*. (See *Geospatial Records*, page \_\_)

disposition instructions



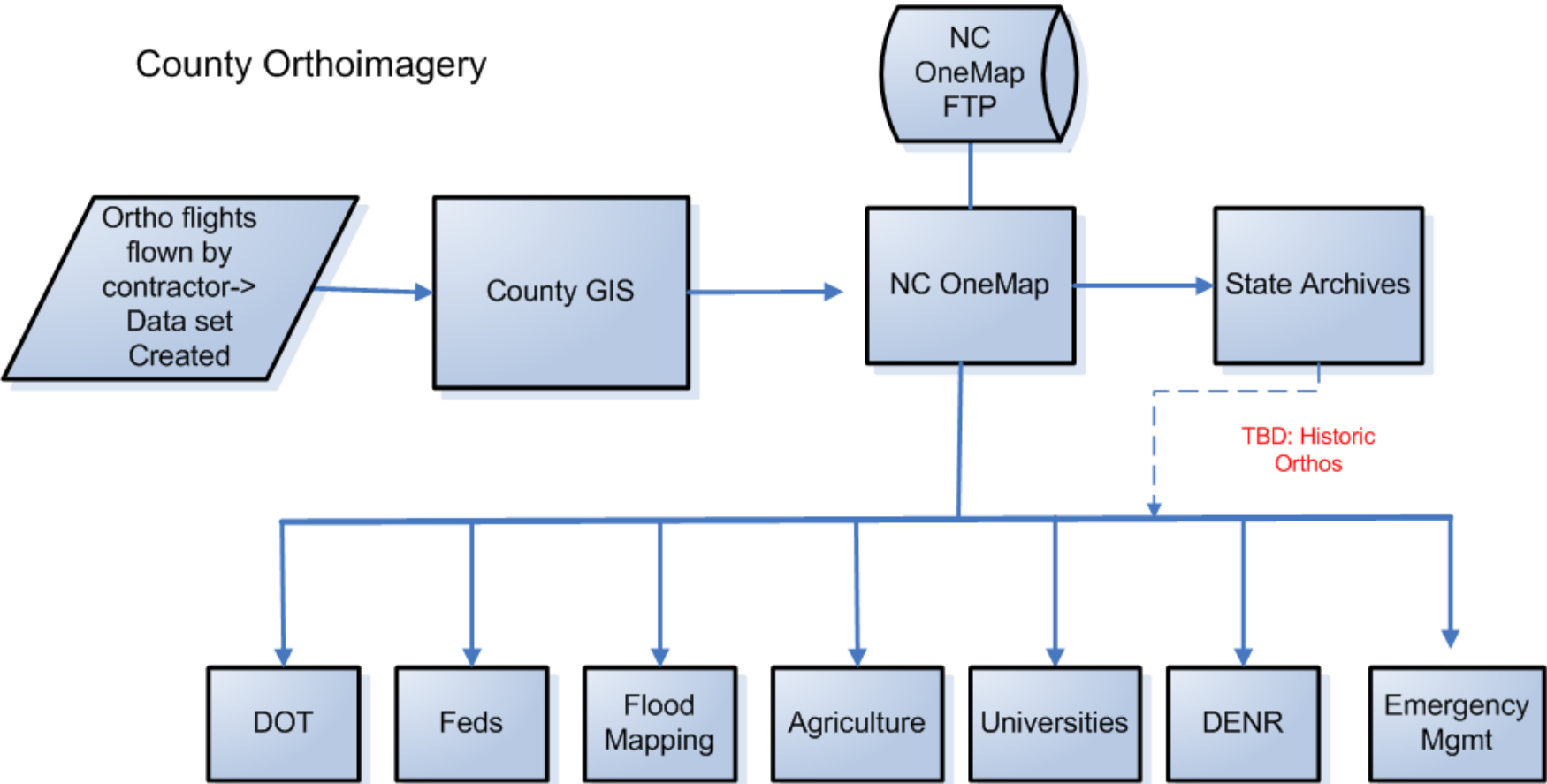
# Archives Challenge...

## County Orthoimagery



# Potential Solution

## County Orthoimagery



## Next Steps

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State Archives is working with CGIA, other state agencies, and local governments on scheduling.

- ▶ Proposed NC OneMap retention schedule
- ▶ Proposed local government schedules.
- ▶ Begin investigation into state agency schedules.
- ▶ Proposed program/policy document to be issued by DCR regarding the value and preservation of Geospatial data.
- ▶ We ask permission to meet with the committees and working groups of the GICC to help craft these documents