

## *Proposed insert into the introduction of retention and disposition schedules.*

### **Geospatial Records:**

#### *Why should GIS datasets be retained and preserved?*

Geospatial records are public records and need to be retained and preserved based on their legal, fiscal, evidential and/or historical value according to an established retention schedule. Local agencies involved in GIS operations should work with DCR in order to appraise, inventory, and preserve their geospatial records according to established best practices and standards to insure both their short- and long-term accessibility.

Due to the complexity and transitory nature of these records, geospatial records retention and long-term preservation is a community wide challenge. GIS files have become essential to the function of many local agencies, and will continue to frequently be utilized in agency decision-making processes in the near and far future. Accessibility of GIS records over time has legal, fiscal, practical, and historical implications. The availability of GIS records can help safeguard the local government's legal and fiscal accountability and aid agencies in conducting retrospective and prospective studies. These studies are only possible when essential data from the past are still available.

#### *What GIS datasets should be preserved by local governments?*

The following types of geospatial records have been designated as having archival value:

Parcel data, street centerline data, corporate limits data, extraterritorial jurisdiction data, zoning data, address points, orthophotography (imagery), utilities, and emergency/E-911 themes.

Consult your authorized records retention schedule for additional record series.

#### *How often should we capture the datasets retained for their legal, fiscal, evidential or historical value?*

Consult the retention schedule for frequency of capture. The frequency of capture is based on the significance of the record as well as on its alterability.

*What data formats, compression formats, and media should be used to preserve the data?*

Archiving practices should be consistent with *North Carolina Geographic Information Coordinating Council (GICC)* approved standards and recommendations. (Examples: Content Standards for Metadata; Data Sharing Recommendations). Consult the GICC website at <http://www.ncgicc.com/>

You should also comply with guidelines and standards issued by DCR. Consult the DCR – Government Records website at <http://www.records.ncdcr.gov/erecords/default.htm>

*Who should be responsible for creation and long-term storage of archived data?*

- Creating agency
- NC OneMap
- North Carolina State Archives

*Proposed additions and changes to various retention and disposition schedules.*

*The following standard will be added to both county and municipal government retention and disposition schedules.*

**STANDARD-\_. GIS RECORDS.**

Geospatial data is used to describe a particular location, area or feature. Records include software, input (including electronic source data and data from source documents), data in electronic format, output to paper, disk, tape or other storage medium generated by the system, and documentation needed to facilitate human understanding of the system.

<b>STANDARD-: PROGRAM RECORDS: GIS RECORDS</b>			
<i>ITEM #</i>	<b>RECORD SERIES TITLE</b>	<b>DISPOSITION INSTRUCTIONS</b>	<b>CITATION</b>
	<b>GEOGRAPHIC INFORMATION SYSTEM (GIS); CORE DATA</b> Series consists of geo-referenced data and metadata to facilitate the management, manipulation, analysis, modeling, representation, and spatial analysis of complex problems regarding planning and management of resources.	Retain parcel, boundary, zoning, and orthoimagery layers, with accompanying data sets, permanently.	
	<b>GEOGRAPHIC INFORMATION SYSTEM (GIS); MONITORING RECORDS</b>	Destroy in office after 1 year all system security, quality assurance, transaction tracking, and other related activity monitoring records.	

STANDARD-: PROGRAM RECORDS: GIS RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
	<p><b>GEOGRAPHIC INFORMATION SYSTEM (GIS): DATA DOCUMENTATION (METADATA)</b></p> <p>Records created during development or modification of an automated system, which are necessary to access, retrieve, manipulate and interpret data in that system and records that explain the meaning, purpose, structure, local relationships and origin of the data elements.</p> <p>Including data element dictionaries, file layout, codebooks and tables, and definition files.</p>	<p>Destroy in office data documentation (metadata) records when the system is discontinued or when system data has been transferred to a new operating environment (platform).</p>	
	<p><b>GEOGRAPHIC INFORMATION SYSTEM (GIS): OPERATIONAL RECORDS</b></p> <p>Includes user guides, system flowcharts, job or workflow records, system specifications, and similar documentation</p>	<p>Destroy in office system operational records when the system is discontinued or when system data has been transferred to a new operating environment (platform).</p>	
	<p><b>GEOGRAPHIC INFORMATION SYSTEM (GIS): BACKUP FILE</b></p>	<p>Destroy in office system backup files when superseded, obsolete, or administrative value ends, whichever occurs first.</p>	
	<p><b>GEOGRAPHIC INFORMATION SYSTEM (GIS): PROJECT RECORDS</b></p>	<p>Retain GIS datasets and accompanying documentation (metadata) with historical and/or legal value permanently.</p> <p>Destroy other items when administrative value ends.</p>	
	<p><b>GEOGRAPHIC INFORMATION SYSTEM (GIS): INTERNAL STANDARDS AND PROCEDURES</b></p> <p>Include requirements that are intended to make hardware, software and data compatible and that cover data capture, accuracy, sources, base categories, output, and data element dictionaries.</p>	<p>Permanent.</p>	
	<p><b><u>Individual Data Sets:</u></b></p>		

STANDARD-: PROGRAM RECORDS: GIS RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
	ADDRESS POINTS MAPS	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Permanent. Create a snapshot of dataset annually.</p> <p><u>Either:</u>            Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the <i>North Carolina Geographic Information Coordinating Council</i>. (See <i>Geospatial Records</i>, page __)</p> <p><u>Or,</u>            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 <i>North Carolina Geographic Information Coordinating Council</i>. (See <i>Geospatial Records</i>, page __)</p>	
	CORPORATE LIMITS	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Permanent. Create a snapshot of dataset annually.</p> <p><u>Either:</u>            Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the <i>North Carolina Geographic Information Coordinating Council</i>. (See <i>Geospatial Records</i>, page __)</p> <p><u>Or,</u>            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 <i>North Carolina Geographic Information Coordinating Council</i>. (See <i>Geospatial Records</i>, page __)</p>	

STANDARD-: PROGRAM RECORDS: GIS RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
	EXTRATERRITORIAL JURISDICTIONS	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Permanent. Create a snapshot of dataset annually.</p> <p><u>Either:</u> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the <i>North Carolina Geographic Information Coordinating Council</i>. (See <i>Geospatial Records</i>, page __)</p> <p><u>Or,</u> 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 <i>North Carolina Geographic Information Coordinating Council</i>. (See <i>Geospatial Records</i>, page __)</p>	
	ORTHOIMAGERY	<p>Permanent. Create a snapshot of dataset when created.</p> <p><u>Either:</u> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the <i>North Carolina Geographic Information Coordinating Council</i>. (See <i>Geospatial Records</i>, page __)</p> <p><u>Or,</u> 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 <i>North Carolina Geographic Information Coordinating Council</i>. (See <i>Geospatial Records</i>, page __)</p>	

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ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
	<p><b>ORTHOPHOTOGRAPHY</b> Historical/Legacy imagery.</p>	<p>Film:</p> <ul style="list-style-type: none"> <li>a) Retain negatives in office permanently.</li> <li>b) If negative is not available retain photograph permanently.</li> </ul>	
	<p><b>PARK MAPS</b> May include park boundaries, facilities, landscaping, topography, and other pertinent information.</p> <p>Includes maps and drawings stored and generated by Geographic Information System (GIS) and computer-aided design (CAD) systems</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Permanent. Create a snapshot of dataset when superseded.</p> <p><u>Either:</u> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the <i>North Carolina Geographic Information Coordinating Council</i>. (See <i>Geospatial Records</i>, page __)</p> <p><u>Or,</u> 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 <i>North Carolina Geographic Information Coordinating Council</i>. (See <i>Geospatial Records</i>, page __)</p>	

STANDARD-: PROGRAM RECORDS: GIS RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
	<p><b>PLANNING AND ZONING DEPARTMENT: MAPS, DRAWINGS, PHOTOGRAPHS (OFFICIAL)</b> Official representation of comprehensive plan, and zoning boundaries established and/or enforced by the agency. May include blueprint maps, which show streets, property lines, zoning boundaries, and area classifications.</p> <p>Includes maps and drawings stored and generated by Geographic Information System (GIS) and computer-aided design (CAD) systems</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Permanent. Create a snapshot of dataset annually.</p> <p><u>Either:</u> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the <i>North Carolina Geographic Information Coordinating Council. (See Geospatial Records, page __)</i></p> <p><u>Or,</u> 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 <i>North Carolina Geographic Information Coordinating Council. (See Geospatial Records, page __)</i></p>	
	<p><b>STREET CENTERLINE</b></p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Permanent. Create a snapshot of dataset annually.</p> <p><u>Either:</u> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the <i>North Carolina Geographic Information Coordinating Council. (See Geospatial Records, page __)</i></p> <p><u>Or,</u> 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 <i>North Carolina Geographic Information Coordinating Council. (See Geospatial Records, page __)</i></p>	

STANDARD-: PROGRAM RECORDS: GIS RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
	<p><b>ZONING MAPS</b></p> <p>Zoning boundaries.</p> <p>Includes maps and drawings stored and generated by Geographic Information System (GIS) and computer-aided design (CAD) systems</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Permanent. Create a snapshot of dataset annually.</p> <p><u>Either:</u> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the <i>North Carolina Geographic Information Coordinating Council. (See Geospatial Records, page __)</i></p> <p><u>Or,</u> 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 <i>North Carolina Geographic Information Coordinating Council. (See Geospatial Records, page __)</i></p>	
	<p><b>UTILITY MAPS: INSTALLATION AND DISTRIBUTION</b></p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Permanent. Create a snapshot of dataset annually.</p> <p><u>Either:</u> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the <i>North Carolina Geographic Information Coordinating Council. (See Geospatial Records, page __)</i></p> <p><u>Or,</u> 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 <i>North Carolina Geographic Information Coordinating Council. (See Geospatial Records, page __)</i></p>	

Tax Administration: GIS Records

STANDARD-8: PROGRAM RECORDS: LAND RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.	<p><b>MAPPING PROJECT RECORDS</b> Includes county contract maps and all deliverable products for orthophotography, cartographic, cadastral, and digital mapping projects.</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Permanent. Create a snapshot of dataset annually.</p> <p><u>Either:</u> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the <i>North Carolina Geographic Information Coordinating Council</i>. (See <i>Geospatial Records</i>, page __)</p> <p><u>Or,</u> 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 <i>North Carolina Geographic Information Coordinating Council</i>. (See <i>Geospatial Records</i>, page __)</p>	

STANDARD-8: PROGRAM RECORDS: LAND RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.	<p><b>MAPS: CARTOGRAPHIC AND ORTHOPHOTOGRAPHY</b> Base maps created to assist in the accurate appraisal of property located in the county.</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Permanent. Create a snapshot of dataset annually.</p> <p><u>Either:</u> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the <i>North Carolina Geographic Information Coordinating Council</i>. (See <i>Geospatial Records</i>, page __)</p> <p><u>Or,</u> 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 <i>North Carolina Geographic Information Coordinating Council</i>. (See <i>Geospatial Records</i>, page __)</p>	
7.	<p><b>MAPS: INDEXES AND MANUSCRIPTS</b> Indexes and manuscripts showing map boundaries, scales, and similar identification data.</p>	<p>Destroy in office upon State Archives approval.</p>	
8.	<p><b>MAPS: ALL OTHER</b> Includes field maps, soil, topographic, sales, subdivision plats, right-of-way, sectional, highway, etc.</p>	<p>Retain GIS datasets and accompanying documentation (metadata) with historical and/or legal value permanently.</p> <p>Destroy other items when administrative value ends.</p>	
9.	<p><b>REAL PROPERTY CHANGE AND MAINTENANCE RECORDS</b> Records used to change information relating to a parcel of land, from a name or mailing address change to a correction in dimensions. Changes reported in these records are then made on the tax maps and property records.</p>	<p>Destroy in office after 1 year.*</p>	

ITEM #	STANDARD-8: PROGRAM RECORDS: LAND RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.	<p><b>PARCEL (REAL PROPERTY) RECORDS</b>  Records containing detailed information on all parcels of real property located in the county. Includes copies of recorded deeds, and information about encroachments, right-of-ways and structures.</p>	<p>Destroy in office after 10 years or two revaluation cycles, whichever occurs first.</p> <p><i>Retention Note: Records have potential historical value and may be retained for longer periods of time.</i></p>	
	<p><b>PARCEL MAPS</b>  Includes maps and surveys of boundaries and measurements of each parcel, and information about encroachments, rights-of-ways and structures.</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Permanent. Create a snapshot of dataset quarterly.</p> <p><u><i>Either:</i></u>  Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the <i>North Carolina Geographic Information Coordinating Council. (See Geospatial Records, page __)</i></p> <p><u><i>Or,</i></u>  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 <i>North Carolina Geographic Information Coordinating Council. (See Geospatial Records, page __)</i></p>	

Regional Council of Government: Retention and Disposition Schedule

ITEM #	STANDARD-10: CONTRACTUAL SERVICES RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<p><b>ORTHOIMAGERY</b> Photographs either created by a council of government or a county or municipal agency.</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Permanent. Create a snapshot of dataset annually.</p> <p><u>Either:</u> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the <i>North Carolina Geographic Information Coordinating Council</i>. (See <i>Geospatial Records</i>, page __)</p> <p><u>Or,</u> 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 <i>North Carolina Geographic Information Coordinating Council</i>. (See <i>Geospatial Records</i>, page __)</p>	

<b>STANDARD-10: CONTRACTUAL SERVICES RECORDS</b>			
<i>ITEM #</i>	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
2.	<p><b>COUNTY/MUNICIPAL MAPS FILE</b>            Maps either created by a council of governments or a county/municipal agency. File includes census tracking maps, county/municipal regional maps, existing land-use maps, extra-territorial jurisdiction (ETJ) maps, land-use planning maps, natural disaster damage maps, state watershed maps, topography maps, geographical information systems maps (GIS) and wetland maps.</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Permanent. Create a snapshot of dataset annually.</p> <p><u>Either:</u>            Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the <i>North Carolina Geographic Information Coordinating Council</i>. (See <i>Geospatial Records</i>, page __)</p> <p><u>Or,</u>            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 <i>North Carolina Geographic Information Coordinating Council</i>. (See <i>Geospatial Records</i>, page __)</p>	

<b>Board of Elections: Retention and Disposition Schedule</b>
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<b>STANDARD-7: PROGRAM OPERATIONAL RECORDS: ELECTION RECORDS</b>			
<i>ITEM #</i>	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
1.	<p><b>PRECINCT BOUNDARY RECORDS</b>            Includes maps (including GIS created datasets) drawn to scale with all major observable features, worded description of the geographical boundaries, and all precinct organization correspondence. Also includes</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Permanent. Create a snapshot of dataset annually.</p>	G.S. § 163-128

ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS: ELECTION RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
	polling place change notices.	<p><u>Either:</u>            Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the <i>North Carolina Geographic Information Coordinating Council</i>. (See <i>Geospatial Records</i>, page __)</p> <p><u>Or,</u>            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 <i>North Carolina Geographic Information Coordinating Council</i>. (See <i>Geospatial Records</i>, page __)</p>	

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