

NSGIC Geo-Archival Practices Survey (2008)

Survey Intro

Kentucky, North Carolina, and Utah are partnering with the Library of Congress as part of the National Digital Information Infrastructure and Preservation Program (NDIIPP) to examine the current state of digital preservation in the field of geospatial data and information. Geospatial coordination staffs in these states are working closely with their counterparts in state archives offices to document workflows, establish best practices, and elevate the awareness of geospatial preservation with other stakeholder groups including: the National Association of State Chief Information Officers (NASCIO), the National Association of Government Archives and Records Administrators (NAGARA), and NSGIC.

This survey will solicit information from states about the current awareness and activities related to archiving and retention of geospatial data. The survey addresses responsibility for geospatial archiving and records retention, data layers preserved, and tools and workflows used in preservation workflows.

Completing the survey should take approximately fifteen (15) minutes and results will be shared with the NSGIC community later in the summer. Please complete your survey by Wednesday, June 25.

IMPORTANT NOTE: The project focus addresses data being retained specifically for ARCHIVAL or HISTORICAL purposes. This survey is NOT intended to address or include information about routine BACKUPS that overwrite data for purposes such as disaster recovery.

Data ARCHIVING involves the collection and maintenance of data snapshots retained permanently that can be utilized to help manage long term risk (i.e. regulatory/ legal requirements) while allowing ongoing access to authentic historical data for the purposes of analysis or cultural preservation.

BACKUPS periodically (nightly/ weekly) capture active datasets and are intended to provide a means to restore changing records that have been deleted or destroyed. The purpose of a backup is to manage short term risk and address disaster recovery. Typically these snapshots are only retained for a few days or weeks before being overwritten by newer snapshots.

GeoArchives Ownership

* 1. Which agency in your state is PRIMARILY responsible for archiving geospatial data and managing archived geo records? (choose one)

State GIS organization

University Library

State Archives or Records

Archives are decentralized: managed at the local/ county/ state agency level

State Library

Our state is NOT actively archiving geospatial data

Other

Other (please specify)

Management of GeoArchive

* 2. How long has your state had a formal geo-archives program?

More than 5 years

Less than 1 year

3-5 years

It is still in the development phase

1-2 years

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* 3. Which organizations contribute to/ are involved in your state geospatial archives program: (check all that apply)

- Other state(wide) agencies
- Counties
- Municipalities
- Other
- Universities
- Non Profits
- Private sector

Other (please specify)

* 4. What are the business rules or drivers for the archiving of geospatial data in your state? (check all that apply)

- Information technology policy
- Records retention/ archival policy
- Other
- Tax administration rules
- Legal or statutory purposes
- Change analysis (land use/land cover, population, etc)
- Historic mapping
- Cultural preservation
- N/A

Other (please specify)

* 5. Is geospatial data specifically addressed in agency records retention schedules?

- Geospatial data is addressed in the state's general retention schedule
- Geospatial data is addressed consistently in all agency retention schedules.
- Geospatial data is addressed in some but not all agency retention schedules.
- Not Sure

* 6. Which of the following best describes access to geospatial data once it has been archived:

- Online/ open public access
- Online/ restricted access
- Offline/ by request only
- Media not easily accessible (vault/ dark archives)
- Not Sure

If multiple, please explain (i.e Orthos: online/ public, Parcel: by request)

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* 7. Are catalog/ inventory systems used to track ARCHIVED geospatial data?

Yes

No

If YES, please explain which system(s) are used

Archival of Vector Data

* 8. Does your state create periodic snapshots of VECTOR data for archival purposes?

YES

NO

Not Sure

Vector Data Archival Questions

* 9. How often are the following FRAMEWORK VECTOR layers captured for archival purposes? (check N/A if this layer is not archived)

	Daily	Weekly	Monthly	Quarterly	Semi- Annually	Annually	N/A
American Indian Reservation Boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cities/Towns/Villages Boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Civil Township Boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
County/ Parish Boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State Boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bathymetric Contours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spot Elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hydrography	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Watershed Boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Address Points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Geodetic Control Points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Geodetic Networks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Geographic Place Names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parcel/Cadastral/Land Ownership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PLSS Townships & Sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Airports & Airfields	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Railroad Lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roads. Street Centerlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoning/ Land Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Any other Vector layers?(please specify)

* 10. Are archived copies of vector data typically converted into a new format as part of the archives process? (i.e converting Geodatabase to Shapefile)

Yes

No

Not sure

If YES, please explain the SOURCE and ARCHIVED formats

Ortho/ Raster/ Other Layer Archival Questions

* 11. Which RASTER datasets does your state archive? (check all that apply)

Digital Orthophotos

Land Cover

Elevation (DEM)

Satellite imagery

Other

We don't archive raster data

Other Raster layers? (please specify)

* 12. How long are superseded ORTHOPHOTOS typically retained as part of a records retention schedule or policy? (choose one)

10+ years

Previously superseded copy and current

5-9 Years

Superseded orthos are not retained or addressed in a retention plan

2-4 Years

* 13. Which of the following best describes access to your state's superseded Orthos? (choose one)

Online/ open public access

Media not easily accessible (vault/dark archives)

Online/ restricted access

Not Sure

Offline/ by request only

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* 14. Do any state organizations archive DIGITIZED copies of:
(check all that apply)

- Historic hardcopy maps (scanned only)
- Aerial photos (scanned and geo-referenced)
- Historic hardcopy maps (scanned and geo-referenced)
- None of the above
- Aerial photos (scanned only)

Additional Data Included in Archival Records

* 15. Do any archived geospatial datasets include core attribute or other business data (i.e. .dbf files) in addition to/ or associated with vector data?

- YES
- NO
- Not Sure

* 16. What type of METADATA records are saved with the snapshot data?

- FGDC format
- Archival AND FGDC or Locally defined metadata
- Locally defined
- None
- Archival specific metadata
- Not Sure

* 17. Are metadata records updated once datasets have been archived to reflect their new "archived" status and/or describe any archive related processing that may have taken place? (choose one)

- YES
- NO
- N/A - Not Sure

Best Practices

* 18. What tools does your state use to INVENTORY geospatial data? (choose all that apply)

- GIS Inventory (Ramona)
- ESRI ArcCatalog
- NSDI Clearinghouse
- Homegrown or Open Source solution
- Geospatial OneStop (GOS)
- We do not inventory our geospatial data
- Other

Other (please specify)

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19. Please provide any examples of unique uses for archived geospatial data in your state.

20. Please share any lessons learned/ best practice recommendations or thoughts/ experiences you may have pertaining to the process of archiving of geospatial data:

21. Would you like to be part of any future forums concerning preservation of geospatial data?

YES

NO

Last Page

Thank you for completing this survey!

When you hit "DONE" you will see results to date in a separate window.

Results will be available later this summer.

As always, your help is much appreciated.

To find out more info about records retention and archives in state government, please contact your state archivist:

<http://www.statearchivists.org/statearchivists.htm>

* 22. Please enter your contact info:

Name:	<input type="text"/>
Organization:	<input type="text"/>
Address:	<input type="text"/>
Address 2:	<input type="text"/>
City/Town:	<input type="text"/>
State:	<input type="text"/>
ZIP/Postal Code:	<input type="text"/>
Country:	<input type="text"/>
Email Address:	<input type="text"/>
Phone Number:	<input type="text"/>