

2008 State Agency GeoArchives/ Retention Study

Survey Intro

We are seeking feedback and advice about your experiences with creating snapshots of geospatial data for long term retention: versions of vector/raster data and associated attributes for your agency's permanent records collections.

Please take ~15 minutes to answer up to 18 questions about your data retention practices for geospatial data.

This study is part of a research project aiming to address digital preservation through a partnership with the Library of Congress as part of the National Digital Information Infrastructure and Preservation Program (NDIIPP) initiative.

Partners include: the NC Center for Geographic Info. and Analysis (CGIA), NC State Archives, NCSU Libraries as well as representatives from State Archives and GIS coordination from the states of Kentucky and Utah.

PLEASE NOTE: This survey is NOT intended to address or include information about routine BACKUPS that overwrite data for purposes such as disaster recovery. We are interested in finding out about SUPERSEDED data being retained for historical or archival purposes.

PRESERVATION of SUPERSEDED data involves the long term collection and maintenance of data snapshots that can be utilized to help manage long term risk (i.e. regulatory/ legal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, on the other hand, 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.

Thank you for your help!

Inventory and Archiving of GeoSpatial Data

* 1. What tools do you use to INVENTORY your geospatial data? (choose all that apply)

NC GIS Inventory (Ramona)

Homegrown or Open Source solution

ESRI ArcCatalog

We aren't inventorying our geospatial data

Other

Other (please specify)

* 2. How familiar are you with your agency's records retention and disposition schedule? (choose one)

I am responsible for keeping the schedule up to date and/or making sure it is implemented

I have reviewed our plan and have a general understanding about what's included

I'm familiar with the concept, but not sure what's in our agency's schedule

I haven't had any exposure to retention plans/record series

2008 State Agency GeoArchives/ Retention Study

* 3. Does your agency capture and/or retain snapshots of superseded geospatial data for archival or historical purposes?

YES

NO

Not Sure

Management of Retained Data

* 4. Is geospatial data specifically addressed in your agency records retention schedule?

YES

NO

Not Sure

* 5. What are the business rules or drivers for your agency's retention of superseded geospatial data? (check all that apply)

Information technology policy

Tax administration rules

Historic mapping

Records retention/ archival policy

Legal or statutory purposes

Cultural preservation

Other

Change analysis (land use/land cover, population, etc)

N/A

Other (please specify)

* 6. In what STORAGE environment is your superseded data being preserved? (choose all that apply)

Server/ Online storage

CD

External hard drive

Tape

DVD

Other

* 7. How would you best describe ACCESS to your preserved superseded data: (choose one)

Online/ open public access

Media not easily accessible (vault/ dark archives)

Online/ restricted access

Not Sure

Offline/ by request only

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

2008 State Agency GeoArchives/ Retention Study

Data Layer Retention

Please describe the frequency of capture of snapshots of geospatial data for historical/ archival purposes -- exclusive of typical BACKUP activities.

* 8. How often do you capture the following geospatial data layers for long term use? (check N/A if your agency does NOT retain historical copies of this data layer)

	Daily	Weekly	Monthly	Quarterly	Semi-annually	Annually	N/A
Address/ Geodetic points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agricultural	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biological/ Environmental (park/forest/vegetation info, animal habitat, landfill, Superfund, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boundaries: (municipal/ county/ state/ political/ school)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Digital Orthophotos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elevation: (contours, spot elevation, DEM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Geological (bedrock, mineral, soils)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hydrological (surface waters, watershed areas, flood zones)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Land Cover	<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"/>
Societal/ Health (demographics, economic, population, crime, hospitals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation (roads, railroad, airports)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilities (water, sewer, power, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Others?(please specify)

* 9. How far back do your collections of different superseded geospatial data layers go? (i.e.: Orthos - 15 years, Soils - 5 years, etc.)

Data Conversion/ Metadata

2008 State Agency GeoArchives/ Retention Study

* 10. Are stored copies of your geospatial data typically converted into a new format as part of the retention process? (i.e converting Geodatabase to Shapefile)

Yes

No

Not sure

If YES, please explain the FROM and TO formats

* 11. What type of METADATA records are saved with your superseded geospatial data?

FGDC format

None

Locally defined metadata

Not Sure

NC OneMap metadata starter block

* 12. Are updates made to the metadata record once the dataset is set aside for long term retention (to reflect the data's new status as "archived" and/or describe any processing that may have taken place)? (choose one)

YES

NO

N/A - Not Sure

Historic Maps/ Output Images/ Data Use

* 13. Does your organization retain 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)

If YES, Please list any historic maps that have been digitized/ vectorized for analytical purposes.

14. Please tell us about any GIS outputs that are being retained by your agency for long term use (i.e. PDF copies of maps associated with a specific project)

2008 State Agency GeoArchives/ Retention Study

15. How are historic and superseded geospatial data being used in your agency?

Best Practices

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

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

YES

NO

Contact Info

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 Chief Records Officer or Records Management Analyst. <http://www.ah.dcr.state.nc.us/records/cro.htm>

* 18. 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"/>